

Saskatchewan Speed Skating Association

Official's Blue Book



2009 - 2010

Forward

This Booklet contains excerpts from the Saskatchewan Speed Skating Association's (SASSA's) Policies and Procedures. These Policies and Procedures are referred to as the "**Blue Book**". The complete Blue Book is maintained in the SASSA Office and copies are provided by SASSA for the use of the elected SASSA Board Member, the Provincial Coach, the Executive Director, the President of each provincial club and the Provincial Statistician.

This Booklet is intended to be a tool for the use of Saskatchewan Officials who do not receive a complete copy of the Blue Book. If there are any discrepancies between the contents of this Booklet and SASSA's Blue Book, the Blue Book will prevail.

This Officials Blue Book will be made available to all certified Referees and Starters and training Referees and Starters from the Saskatchewan Branch at the beginning of each season, pursuant to Section 5.8.3.7.9 of the Blue Book. A copy will also be provided to each club which hosts a provincial sanctioned meet for the use of their meet coordinator and other meet officials.

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2 Mission Statement and Strategic Plan

2.1 Mission Statement

Working together to develop and promote the sport of speed skating at all levels as a fun, competitive, healthy, family activity.

2.2 Strategic Plan

2.2.7 Officials' Development

recruitment
training plan

Key Action Item: Recruitment

Key Activities:

encourage parents and senior skaters to take level 1 courses

club orientation session in early fall for new volunteers

Key Action Item: Training Plan

Key Activities:

level 1 officials clinic to be held at least once a year (i.e. @ Fast is Fun Camp or 1 day camp or prior to a competition)

level 2 officials clinic to be held once a year. Specific clinics for some responsibilities - follow guidelines in the SSC Red Book.

club is responsible for training costs for level 1 and 2. Funding support from SASSA for more advanced level(s) would be dependent upon available funding.

club input re. assignment of officials (referees and starters) in-province

in order to be upgraded and fulfill practical requirement officials must work at least 1 full day of the required competition

develop officials card as a record of meets worked and duties performed. Card to be signed by meet coordinator. Provides volunteer with a record and will support upgrading requests. Onus on volunteer to have the card signed.

include a volunteer sheet with meet registration form to enable all volunteers the opportunity to develop their skills and complete their practical.

4.2 Job Descriptions

4.2.7 Vice-President Officials

1. Chairs the committee consisting of representation from all clubs and report activities of that committee to the Board.
2. Initiates and establish a calendar for clinics, seminars, etc. for official development. If there are no qualified instructors in the province to conduct a clinic, SASSA will be responsible for obtaining someone from out of the province. The V.P. Officials will organize a minimum of 1 clinic per year at all required levels.
3. Responsible for recruitment and recognition of officials.
4. Keeps updated records of all officials.
5. Appoints officials (referees and starters only) for provincial sanctioned competitions.
6. Evaluates officials annually and provides recommendations for advancements.
7. Coordinates submission of proposed rule changes to SASSA and SSC AGMs and ensures that any rule changes be communicated in a timely manner to all provincial officials.
8. Submits yearly budget and plan to meet the SASSA budget cycle.
9. Code of conduct for officials - adopted Speed Skating Canada's policy.

4.5 Reimbursements

1. When driving by personal vehicle within Saskatchewan on pre-approved SASSA business, SASSA Directors and SASSA Committee participants will be reimbursed at the rate of \$0.30 per kilometre Revised November 2004 upon the submission and approval of a SASSA Expense Statement. Eligible participants must car pool whenever possible. Revised May 3/03
When traveling by public transportation on pre-approved SASSA business, SASSA Directors and Committee participants shall be entitled to be reimbursed in full, for the fare paid, upon the submission of an original receipt and SASSA Expense Report.
2. Expense allowances for meals shall be as follows, with receipts:

Breakfast	\$ 7.00
Lunch	\$10.00
<u>Supper</u>	<u>\$15.00</u>
Total	\$32.00
3. When Directors or Committee participants are involved in pre-approved SASSA business that is conducted in conjunction with any other SASSA sanctioned Competition, Camp or event, SASSA will only reimburse expenses that would not have been incurred otherwise. Revised May 3/03
4. All personal expenses that have been incurred by any SASSA member without being previously budgeted and approved must be submitted by the Finance Executive Committee to the Board of Directors for approval before being reimbursed. The Board will decide whether all or part of the expense may be reimbursed. Revised May 3/03
5. No collect calls will be accepted and all phone bills must be submitted for approval by SASSA Board of Directors.

6. All reasonable expenses incurred by a SASSA delegate to attend functions directly related to him/her participating in a pre-approved meeting will be reimbursed upon submission of receipts. These expenses may exceed the individual or total per diem allowances set out in 4.5.2 above. Revised May 3/03

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	Camberton, 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

- a) 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.
- b) 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.
- c) 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.
- d) 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).
- e) 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.
- f) If a skater is advanced to a final by the referee, the referee shall indicate to which final the skater will advance.
- g) 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.
- h) 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

- a) 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
- b) 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.
- c) 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

- a) Skaters disqualified in a qualifying race, or failure to finish a qualifying race is placed in the lowest semi or final for that distance.
- b) 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 notwithstanding 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)
under 18 years)

(signature of parent/guardian if participant is

(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.
1. That I/WE have explained fully to my child the consequences of signing the said RELEASE, WAIVER AND ASSUMPTION OF RISK agreement.
2. That the said RELEASE, WAIVER AND ASSUMPTION OF RISK agreement is on the whole beneficial to my child.
3. 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.
4. 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
 - 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.

5.6 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.

5.8 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.

Appendix A - Harassment Policy

Harassment Policy for the SASKATCHEWAN AMATEUR SPEED SKATING ASSOCIATION

Policy Statement

1. The SASKATCHEWAN AMATEUR SPEED SKATING ASSOCIATION is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment that promotes equal opportunities and prohibits discriminatory practices.

- Harassment is a form of discrimination. Harassment is prohibited by the *Canadian Charter of Rights and Freedoms* and by human rights legislation in the province of Saskatchewan.
- Harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offense under the *Canadian Criminal Code*.
- Whether the harasser is a director, supervisor, employee, coach, official, volunteer, parent or athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another.
- The SASKATCHEWAN AMATEUR SPEED SKATING ASSOCIATION is committed to providing a sport environment free of harassment on the basis of race, national or ethnic origin, color, religion and creed, age, gender, sexual orientation, marital status, family status, disability, being in receipt of public assistance, or pardoned conviction.
- In addition, the *Occupational Health and Safety Act* covers harassment in employment situations. It includes all of the areas dealt with by the *Saskatchewan Human Rights Code*. It also covers harassment because of physical appearance.

2. This policy applies to all employees, directors, officers, volunteers, coaches, athletes, officials, and members of the SASKATCHEWAN AMATEUR SPEED SKATING ASSOCIATION. The SASKATCHEWAN AMATEUR SPEED SKATING ASSOCIATION encourages the reporting of all incidents of harassment, regardless of who may be the offender.

3. This policy applies to harassment that may occur during the course of all SASKATCHEWAN AMATEUR SPEED SKATING ASSOCIATION business, activities and events. It also applies to harassment between individuals associated with the SASKATCHEWAN AMATEUR SPEED SKATING ASSOCIATION but outside of SASKATCHEWAN AMATEUR SPEED SKATING ASSOCIATION business, activities, and events when such harassment adversely affects relationships with the SASKATCHEWAN AMATEUR SPEED SKATING ASSOCIATION'S work and sport environment.

4. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from the *Saskatchewan Human Rights Commission*, even when steps are being taken under this policy.

A more complete description of SASSA's Harassment Policy can be found in the Blue Book.