

Speed Skate New Brunswick
Patinage de vitesse Nouveau-Brunswick

New Brunswick Amateur Speed Skating Association Inc.
Association de patinage de vitesse amateur du Nouveau-Brunswick



SPEED SKATE
NEW BRUNSWICK

COMPETITIONS BULLETIN
2013-2014

SSNB COMPETITIONS POLICIES AND PROCEDURES

This document has been compiled by SSNB to assist meet organizers in planning and conducting competitions that are safe, effective and in compliance with SSNB sanction criteria. These Policies and Procedures are administered by the Director of Competitions (Chair of the Competitions Committee).

REVIEW OF COMPETITION BULLETIN

1. Competitions Committee begins review of the Competitions Bulletin, including updating of the competitions schedule, near the end of the preceding skating season with a view to ensuring changes are implemented and approved by October 1 of the next skating season. This allows for sufficient time to distribute the revised Bulletin to all Clubs prior to the commencement of the competition season.
2. Additionally, suggestions for competition improvement or revisions to the Bulletin can be submitted at any time to your club's Competitions Committee Representative. The representative contacts the Director of Competitions who ensures the Competitions Committee reviews the suggestions and responds in a timely manner. Following the Competitions Committee meeting, the Club Representative reports back to the requesting party regarding the Committee's decision.
3. The Competitions Committee must approve all revisions to the Competitions Bulletin for SSNB-Sanctioned competitions.
4. The Competitions Bulletin will be posted on the SSNB website. <http://ssnb.homestead.com/>
5. Meet Coordinators ensure that two copies of the current Competitions Bulletin are made available at each meet - one for on-ice officials and one for the recording office.

COMPETITION FORMAT

1. The format of the competitions will be ability.
2. Additionally, within these competitions, the Meet Coordinator decides whether the hosting club will offer Exhibition and Relays.
3. The current list of Atlantic & Canadian Speed Skating Events can be found on the SSNB website.

SSNB SANCTION

All competitions occurring within the Province of New Brunswick and involving more than three clubs must have a Provincial sanction. The authority to sanction competitions is granted by the SSNB Board of Directors to the Competitions Committee. All SSNB-Sanctioned meets follow the rules established by SSNB as set out in this Competitions Bulletin.

SSC SANCTION

It is recommended that some strategic competitions be Speed Skate Canada (SSC) sanctioned in order to assist in the upgrading of officials. All SSC-sanctioned meets follow the rules as established by SSC in the Red Book.

PARTICIPANTS

1. All competitions sanctioned by SSNB are open to all skaters that are registered as competitive skaters with Speed Skate Canada or an International Skating Union affiliate.
2. All New Brunswick competitive skaters must be registered with SSNB and SSC.
3. Other competitive skaters must be registered with their respective and/or national association.
4. If the skater is not registered as noted above, he will not be able to participate in SSNB competitions until he becomes a registered member for the skating season.

5. The SSC database is used by SSNB to determine whether a skater is properly registered.
6. Prior to a competition, an assigned member of the competitions committee compares the SSC skater registration list with the Club registration forms and advises Clubs of improperly registered skaters.
7. Sport Class Jr, Sport Class, Masters Class, Special Olympics and Exhibition may also be included in a competition – time and number permitting. For Sport Class Jr, Sport Class and Masters Class, at least 3 skaters must register.
8. Sport Class Jr and Sport Class skaters will be seeded based on time, and shall race ahead of the Masters Class in the race schedule, unless the Meet Coordinator requests otherwise, and informs the Chief Recorder of this on or before the *Coaches Deadline*.
9. Provincial records may not be established by neither Sport Class Jr nor Sport Class skaters.

REGISTRATION FORM

1. Hosting Clubs make the competition registration forms available electronically to each Club President and Club Registrar no later than 25 days prior to the competition.
2. Registration forms are available on the SSNB website
3. The registration form must include a waiver releasing NBASSA Inc. and SSC of all claims against it.

CLUB SUMMARY REGISTRATION FORM

1. Clubs must complete and return the Club Summary Registration Form (available on the SSNB website to the Registrar of the Competition by e-mail no later than the established deadline.
2. Late entries will not be accepted.
3. The Club Summary Registration Form must be used in order for skater registration to be accepted.
4. Deadlines: Any skater whose registration has been submitted, but who fails to compete, is not entitled to reimbursement of the entry fee (except for reasons of illness or injury, in which case a doctor's certificate is required). The deadlines for meet registration are as follows:

	Due to	Deadline
Club Summary Registration Form (Appendix D)	Meet Registrar	<i>Wednesday (8 pm), 10 days prior to the first day of the meet</i>
Preliminary Division List	Head Coaches	<i>Monday (9 am), 5 days prior to the first day of the meet</i>
Coaches Deadline (to raise any issues regarding preliminary meet seeding)	Chief Recorder	<i>Tuesday (8 pm), 4 days prior to the first day of the meet</i>
Last Day to withdraw a skater without registration fees incurred	Meet Registrar	<i>Tuesday (8 pm), 4 days prior to the first day of the meet</i>
Meet Divisions Posted on the SSNB website	SSNB webmaster	<i>Thursday, 2 days prior to the first day of the meet</i>

REGISTRATION FORM AND FEES

Prior to the start of the competition, each Club must submit all entry fees and signed hard-copy registration forms for all skaters to the meet registrar.

HELMET COVERS

1. All registered skaters are required to wear a New Brunswick provincial helmet cover during the meets.
2. If a skater has not been assigned a helmet cover, a temporary cover is assigned by the Chief Recorder for the duration of the meet attended.
3. The helmet cover is given to the skater at registration the first day of the meet and it must be returned to the Meet Registrar at the end of the meet.
4. New Brunswick Clubs with new competitive skaters contact the Director of Competitions to order additional helmet covers. The Club pays NBASSA Inc. for the total amount upon receiving them.

MEET MANAGER

The most up to date version of Meet Manager must be used, where practical.

SEEDING

1. Times used for seeding are from the SSNB Meet Manager database as supplied by the Data Coordinator for that competition.
2. Skaters who are participating in their very first meet, or skaters who have not participated in a meet prior to December 31st of the current season, must submit times from a practice or training camp no more than one month prior to the competition. Please note that in order for skaters to be properly seeded, it is extremely important that the personal best times submitted are correct. The Club Coach ensures these times are given to the Club Registrar to be included in the Club Summary Registration Form (Appendix D).
3. Coaches who have concerns about the seeding of their skaters based on special circumstances, i.e. a fall at a previous meet, must contact the Chief Recorder for the particular meet by the Coaches Deadlines.
4. A skater may also use an official time that has been recorded manually in a competition outside New Brunswick for the purpose of achieving a standard to attend a meet outside the province.
5. However, in the event that such a skater would displace another New Brunswick skater with a slower electronic time, the times are standardized to equivalent electronic times to determine which skater is allowed to attend the meet in question.

CHANGE IN PLACEMENT THE DAY OF MEET

1. Changes to the division list or race schedule are not considered the morning of the meet.
2. All changes to the placement of skaters in divisions and the distances for each division are at the discretion of the Chief Recorder, in consultation with the Chief Referee for the meet.
3. Notwithstanding Rule 13.2 above, the Chief Referee, in consultation with the skater's coach and the Chief Recorder, may consider movement of a skater based on unusual circumstances. In the instance that this occurs, the skater will be moved to another division, but the distances will remain the same as originally setup.
4. Club coaches are responsible of notifying the Meet Coordinator and Chief Recorder of all scratches each morning of the meet and of all withdrawals from competition, whether voluntarily or otherwise.
5. The Chief Recorder will announce the names of skaters who are registered but have indicated they will not be skating (scratches)

ELECTRONIC TIMING

1. SSNB-Sanctioned competitions are electronically-timed when the equipment is available, in working order and an individual(s), who is qualified and is available to take responsibility for and set up the equipment for the competition. It has to be ensured that the electronic timing equipment is handled with care and operated properly.
2. Notwithstanding Step 14.1 above, a Host Club that does not wish to use electronic timing at their competition may submit a request for an exemption from this requirement to the Director of Competitions, stating the reason(s) for the request at least one month prior to the competition.
3. To reserve the electronic timing equipment, Clubs contact the Electronic Timing Equipment Manager.
4. In the event of electronic timing equipment failure or unavailability, manual times are used as a backup. Manual time plus 0.20 seconds shall be accepted.
5. The reading on three watches shall be the minimum requirement for establishing a record. There shall be three watches for each of the first and second places, and two watches for third place. In addition to the official watches, there should be one or more specifically designated spare watches, to be read officially only if one or more of the official watches is mishandled. Each Timer should use only one watch.
6. When two watches show the same time and the third a different one, the time of those in agreement shall be taken. When all watches show different times, the time of the intermediate watch is taken as the result. If for any reason only two Timers have taken the time, the mean time of their watches is to be taken as the result. If the mean time is not the multiple of one hundredth of a second, the lower hundredth of a second is taken.

SAFETY DURING WARM-UPS

1. The Meet Coordinator ensures that the Host Club has made adequate provisions for safety during the pre-competition warm-ups and ensures that skaters are on the ice with their respective groups only (see also Section 4, *Minimum Medical Requirements* and Section 5, *Safety Recommendations*).
2. Warm-ups are divided into groups of no more than 50 skaters and follow division order.
3. At least one Club Official must be on the ice during warm-ups. It is recommended that the warm-up Official wears all appropriate speed skating safety equipment, but he is required to wear skates, a helmet, and a whistle as a minimum.
4. Medical personnel must be at the arena for warm-ups.
5. No arena equipment or off-ice officials are allowed on the ice during warm-ups.

MEET RESULTS

1. The Data Coordinator's computer is the only "official" source of skater information.
2. One copy of the meet results has to be sent by e-mail to the Meet Coordinator and the SSNB Webmaster within 24 hours of the end of the meet.
3. Meet results are posted to the SSNB web site within three days of the competition.

SANCTION POLICIES AND PROCEDURES

ESTABLISHING FEES

1. The SSNB Board of Directors establishes competition related fees. Any change to the fees is reported to the Clubs before the start of the Provincial speed skating competitions.
2. The following fees are required and are to be paid by separate cheques:

Item	Fee	Deadline	Payable to	Retention	Disposal
Skater's Registration	One day \$25.00 (per skater) \$45.00 (family) Two days \$40.00 (per skater) \$75.00 (family)	Registration deadline	Own Club	Cashed	N/A
Club Summary Registration	Amount invoiced by Host Club	Morning of the first day of the meet	Host Club	Cashed	N/A
Electronic Timing Equipment	\$150.00 (one day) \$300.00 (two days) Additional \$75.00 a day for out of province usage	Following competition	SSNB Timing Equipment	Cashed	N/A
Race Forms	Amount Invoiced by Chief Recorder at the end of the meet	Following Competition	SSNB	Cashed	N/A

SANCTION

1. Clubs apply for a SSNB Sanction no later than one month prior to their meet date.
2. The application for SSNB Sanction must be properly completed by the Host Club and sent to the SSNB Director of Competitions.
3. The Competition Sanction is sent to the Meet Coordinator.
4. SSNB reserves the right to revoke or cancel a sanction after issue.
5. The Host Club contacts SSC for a Speed Skate Canada Sanction application form.
6. The sanction(s) must be posted at the meet in a clearly visible location.

FORMATS AND RULES FOR SSNB SANCTIONED COMPETITIONS

Clubs wishing to host an SSNB-Sanctioned competition consult with the Director of Competitions (Chair of the Competitions Committee) and the SSNB Technical Director in choosing formats for competitions. The following formats are available for sanction:

ABILITY COMPETITION

1. Ability competitions group skaters by ability ONLY based on the times stored in the Meet Manager database.
2. In all divisions, males and females compete together in groups of up to 15 skaters, unless there is a significant gap in times and a natural division split presents itself.
3. Recognition must be given to both genders within a division by awarding prizes to the top three male and the top three female skaters.
4. Age class competitions group skaters by into divisions by age only.
5. A skater's racing class is determined by his age on June 30th prior to the competition.
6. SSC Age Classes are as follows:

Class	Age as of June 30 th	
	Male	Female
FUNdamentals	6 - 9	6-8
Learning to Train	10 – 12	9-11
Training to Train (Regionals)	12	11
	13	12
	14	13
	15	14
	15 or 16	15
Junior B (Nationals)	15 or 16	15
Junior A	17 or 18	
Neo Senior B	19 or 20	
Neo Senior A	21 or 22	
Senior	23+	
Sport Class Jr	14-18	
Sport Class	18-29	
Masters Men/Women 1	30+*	
Masters Men/Women 2	40+*	
Masters Men/Women 3	50+*	
Masters Men/Women 4	60+*	
Masters Men/Women 5	70+*	
Special Olympics	All ages	

*In New Brunswick competitions, these age groups skate in one Division.

7. Male and female skaters may be combined in Sport and Masters Class.
8. Junior, Intermediate and Senior skaters may be grouped together into an Open Classes but divided by gender.

SEEDING FOR PRELIMINARY RACES

1. For the first distance of the competition, skaters are seeded into heats based on the times in the Meet Manager database or submitted times for new skaters.
2. After that, skaters are seeded into each preliminary race based on the points accumulated from the preceding distances.
3. All participants skate a heat and a final for all distances, with the exception of the last distance, which is skated as a final only.
4. All skaters within a division must be seeded based on the same distance.

RACE DISTANCES

Race distances for a 2 day meet are as follows:

STAGE	TRACK	TIMES (400m)	DAY 1		DAY 2	
			DISTANCE 1	DISTANCE 2	DISTANCE 3	DISTANCE 4
1	111.12m	N/A	1500	500	1000	3000 pts
2**	111.12m	N/A	1000	500	777	1500
3	100m	under 45.000	1500	200*	400	3000 pts
4	100m	45.001 - 50.000	1500	200*	400	2000 pts
5	100m	50.001 - 55.000	600	200	400	1500
6	100m	55.001 - 1:00.000	600	200	400	1000
7	100m	1:00.001 - 1:10.000	400	200	300	600
8	100m	over 1:10.001	300	100	200	400

Race distances for a 1 day meet are as follows:

STAGE	TRACK	TIMES (400m)	DAY 1		
			DISTANCE 1	DISTANCE 2	DISTANCE 3
1	111.12m	N/A	1000	500	1500
2**	111.12m	N/A	777	500	1000
3	100m	under 45.000	400	200*	1500
4	100m	45.001 - 50.000	400	200*	1500
5	100m	50.001 - 55.000	400	200	600
6	100m	55.001 - 1:00.000	400	200	600
7	100m	1:00.001 - 1:10.000	300	200	400
8	100m	over 1:10.001	200	100	300

****Sport Class Jr, Sport Class, Masters**

The number of races and distances to be skated by Exhibition skaters is at the discretion of the Coach in consultation with the Meet Coordinator and is dependent on time constraints.

The maximum number of competitors on the starting line in each distance is:

STAGE	TRACK	TIMES (400m)	DISTANCE 1	DISTANCE 2	DISTANCE 3	DISTANCE 4
1	111.12m	N/A	1500	500	1000	3000 pts
		Skaters on the line	6	4	5	8
2**	111.12m	N/A	1000	500	777	1500
		Skaters on the line	5	4	5	6
3	100m	under 45.000	1500	200*	400	3000 pts
		Skaters on the line	6	4	4	8
4	100m	45.001 - 50.000	1500	200*	400	2000 pts
		Skaters on the line	6	4	4	8
5	100m	50.001 - 55.000	600	300	400	1500
		Skaters on the line	6	4	4	6
6	100m	55.001 - 1:00.000	600	300	400	1000
		Skaters on the line	6	4	4	6
7	100m	1:00.001 - 1:10.000	400	200	300	600
		Skaters on the line	6	4	6	6
8	100m	over 1:10.001	300	100	200	400
		Skaters on the line	6	6	6	6

ADVANCEMENT OF SKATERS

1. Advancement from a preliminary race to a final will be by first place + the next fastest times.
2. Advancement to the final of the longest distance is based upon the accumulated points from the previous distances.
3. If advancements to finals by the Chief Referee create a situation where the numbers on the line are greater than recommended the Chief Referee has the authority to insert a semi-final to seed 4 to the final. The next two skaters will be seeded to the "B" final.
4. If a skater is advanced to a final by the referee, the referee indicates on the race form to which final the skater is advanced (A or B).
5. A skater who misses a race must seek permission from the Chief Referee to re-enter the competition and can only re-enter at the lowest final (generally novice skaters are automatically re-inserted).
6. If a referee stops a race to protect a fallen skater, that skater is not permitted into the restart. In the case of a preliminary race, the skater is inserted into the lowest quarter-final, semi-final or final, unless otherwise indicated by the referee.
7. If the skater was taken out as a result of an infraction by another skater, and the race is stopped, the Chief Referee also removes the disqualified skater.
8. Any request to move a skater from one final to another is granted if agreed to by the Chief Referee, who makes the arrangements with the Chief Recorder.
9. In case of a tie for points in seeding to the preliminary race for a subsequent distance, the higher rank goes to the better seeding time.
10. In the event of a tie in heats, quarters or semis, the tied skaters both advance equally to the next round.

DISQUALIFICATIONS, FAILURE TO START, FAILURE TO FINISH

1. Skaters disqualified in a preliminary race, or failing to finish a preliminary race, are placed in the lowest semi-final or final for that distance.
2. Skaters disqualified in a final receive last place points for the final race they were in.
3. Example: On any final, 5 on line, 2 disqualifications, both disqualifications receive 5th place points, no 4th place points are awarded. A disqualified skater may, at the discretion of the referee, have his points removed.
4. Skaters failing to start in a final receive no points for that final unless they were injured in the semi-final and could not start due to the injury, in which case they receive last place points for that final. The referee needs to be notified of this by the Club coach prior to the race.
5. Skaters failing to finish a final receive last place points for the final they were in. A skater who has not finished the race as a result of an infraction by another skater receives the points of the position ahead of the disqualified skater.
6. Disqualified skaters receive the points of the position ahead of those who do not finish, if the disqualification had no bearing on that skater failing to finish. The referee indicates on the race form which situation applies.
7. All skaters earn points ahead of any skater that did not start (unless due to injury).
8. If a skater fails to show for his race and the Club coach has not notified the referee well in advance of that race (minimum ½ hour) to give time for the referee to make adjustments to the race order, that skater may be suspended for the remainder of the day OR the remainder of the competition. This is the decision of the referee. If proper notice was given to the referee, then the skater may return for the next race, with the referee's permission.
9. Skaters shown a YELLOW card are suspended from the competition for the remainder of that distance and the whole next distance.

ABNORMAL TERMINATION OF A RACE

In the event that a race is abnormally terminated (i.e. injury, unsafe conditions, etc.), the Chief Referee determines whether a rest period (20 minutes is recommended) is provided to the skaters prior to the re-start of the race, or whether the race will be restarted immediately.

POINT SYSTEM FOR FINALS

Rank	Points	Rank	Points	Rank	Points	Rank	Points	Rank	Points
1	1000	11	130	21	23	31	13	41	3
2	816	12	106	22	22	32	12	42	2
3	666	13	86	23	21	33	11	43	1
4	543	14	70	24	20	34	10	Others	1
5	443	15	57	25	19	35	9		
6	362	16	46	26	18	36	8		
7	295	17	37	27	17	37	7		
8	241	18	30	28	16	38	6		
9	196	19	25	29	15	39	5		
10	160	20	24	30	14	40	4		

A tie for 1st 1000 points each, the next skater 666 points

A tie for 2nd 816 points each, the next skater 543 points

A tie for 3rd 666 points each, the next skater 443 points

A tie for 4th 543 points each, the next skater 362 points, etc.

1. In the case of a tie for final rank, all skaters involved in the tie are given the same rank and award, and the next place is eliminated.
2. Skaters in Exhibition and Special Olympic categories do not earn Club points.
3. Exhibition and Sport Class skaters do not establish New Brunswick records. Recognition may be given to these skaters at the discretion of the Meet Coordinator.

RELAYS

1. Relays will be held during competitions unless time does not permit.
2. When relays are run, they will take place at the end of the day on Saturday of a two-day meet.
3. Relays shall be treated the same as regularly scheduled races of a meet (i.e., included in the competition program, seeding, officials, recording equipment, result posting, etc).
4. Relay teams, consisting of a maximum of 4 skaters each, will be created at the time when the final division list is created.
5. Relay races will consist of a maximum of 4 teams per Group.
6. More experienced skaters will compete in the longer (3000 m) distance, while the developing skaters compete in the either the 2000M or 1200m distance. The distance designated for each relay group may be altered by the Technical Director or Chief Recorder to take into consideration such factors as skater experience, number of teams and meet time constraints.
7. Seeding for relay teams will follow the usual ABCDDCBAABCDDCBA format.
8. Relays do not receive points towards meet results for calculation of final placement and awards.

9. Notwithstanding the above, on the day of the meet relays may be excluded from the competition, should the number of registered skaters or constraints (e.g. time or weather) not permit implementation of the relays, the Meet Coordinator, in consultation with the Chief Referee and the Chief Recorder, makes this decision.
10. Skaters eligible to participate in relays are determined by the Technical Director in consultation with the Meet Coordinator and Chief Recorder and will typically include all skaters with a 500 m seed time of 1 minute or less, but teams may include slower skaters, in sequence from the seeding list, in order to round out a relay team or group. Safety and ability will be major determining factors for the eligibility of skaters to participate.
11. All skaters assigned to a relay team are required to participate in their designated race, unless injured or sick, and unable to participate in the remainder of the meet. Skaters must notify their assigned relay coach immediately if they are unable to participate. Coaches are responsible for notifying the Chief Recorder of a skater who is unable to participate as soon as possible after the teams have been posted. **A skater assigned to a relay team who does not skate, but is able to compete, will be seeded into the lowest final of the third distance of the meet.**
12. The Technical Director or Chief Recorder, will see that at least one coach is assigned to each relay team. All coaches at the competition are expected to assist a relay team as a coach learning experience.
13. The names of relay team skaters and their assigned coaches will be posted in the race results area and the coaches box as soon as possible on Saturday.

DURATION OF COMPETITIONS

One-day competitions:

1. One-day competitions (3 distances) are limited to a maximum of 150 skaters including Masters, Sport Class and Special Olympics. This does not include Exhibition skaters for up to and including two distances each.
2. If registrations yield more than 150 skaters, numbers are cut (a proportionate number from each Club) from the top in sequential order, allowing all younger skaters to participate. Smaller SSNB Clubs with a limited entry are exempt from the above-noted formula.
3. One-day competitions may be an ability meet with skaters skating varying track sizes, distances and directions.

Two-day competitions:

1. Two-day meets (4 distances for all skaters) are limited to a maximum of 185 skaters, including Masters, Sport Class and Special Olympics. This does not include Exhibition skater numbers for up to and including two distances each.
2. If registrations yield more than 185 skaters, numbers are cut from the bottom in sequential order (a proportionate number from each Club), allowing all older skaters to participate. Smaller SSNB Clubs with a limited entry are exempt from the above-noted formula.
3. FUNdamentals meets
4. A one-day FUNdamental meet may be held by a host club. The emphasis of a FUNdamentals meet should be on achieving skills within a race format, lots of racing per skater and fun events for the skaters.

VARIATIONS

1. Organizing committees wishing to deviate from the rules and/or formats and/or policies, as set out in this Competitions Bulletin must state all variations in their application for sanction.
2. The Competitions Committee must approve such variations.

MINIMUM MEDICAL REQUIREMENTS AT SSNB MEETS

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PRIOR TO THE MEET:

1. The Meet Coordinator reviews the following with arena management:
 1. Does the arena have an ambulance access plan?
 2. If so, determine from where the ambulance will access the arena and ice surface.
 3. If not, determine the best entrance for the ambulance to access the arena.
2. The Meet Coordinator ensures that the local ambulance authorities are informed of the Meet and of the ambulance access plan
3. The Meet Coordinator reviews the following with medical response personnel:
 1. Be prepared for various injuries but come well prepared to deal with neck and back injuries and serious cuts.
 2. Wear appropriate footwear since the ice can be extremely slippery where the ice has been flooded and this is the area where injuries usually occur.
 3. Come dressed clearly identifiable as medical response.
 4. Ambulance access plan.
 5. Confirm that medical response personnel are providing the complete medical kit (with the exception of bandages that are attached to the exit corners).
 6. Clearly identify any supplies to be provided by the hosting Club.

DURING THE MEET:

1. The Meet Coordinator ensures that:
 1. Medical care is provided by at least two qualified medical response personnel. One of the medical response personnel must have, as a minimum, Primary Care Paramedic (PCP) designation. The second medical response person must have, as a minimum, the Saint John Ambulance 5 Day First Responder Training Course or equivalent.
 2. Medical response personnel wear medical identification that can be clearly seen from a distance.
 3. Medical response personnel are stationed in a designated and clearly marked area at ice level with easy access to the ice and large enough to administer to injuries.
 4. Medical response personnel are present during warm-ups and during all skating.
 5. The treatment room (if one is available in the arena) is clearly labelled and its location is communicated to Meet officials and medical response personnel. The treatment room cannot be a substitute for the at-ice medical location.
 6. The location of medical response personnel is reviewed during the officials meeting.
 7. The Referees are introduced to the medical response personnel.
 8. Large pressure pads and surgical gloves are placed in Ziploc bags or envelopes and taped to the glass above the board pads at both exit corners, taking into consideration ease of access for officials to respond quickly.
 9. In the event a skater is being attended to on-ice, a person(s) is designated to clear the boards of spectators and ensure the skaters return to their respective dressing rooms.
 10. Medical response personnel understand the guidelines for halting a race and calling them to the ice surface to attend to injuries as noted in Section 2.2 below.
 11. The following equipment is available at rink-side:
 - a. Spine board with adult and paediatric cervical collars;

- b. Large compression dressing pads and gloves;
 - c. Blankets;
 - d. Supplies to deal with breaks and sprains; and
 - e. Other typical first aid supplies.
2. The Chief Referee and Meet Coordinator review the following:
- 1. The Chief Referee is in control of the race and medical response personnel do not enter onto the ice surface until the race is halted and the Chief Referee signals for the medical response personnel.
 - 2. Ambulance access and at what door will the ambulance arrive/be located.
 - 3. Racing is halted while the medical personnel are attending injuries, unless the injuries are clearly minor. The referee may opt to have the skaters sent to the change rooms for their well being. The referee will announce the return to the event proceedings.
 - 4. Following an incident, racing does not resume until medical response personnel are at the designated area.
 - 5. Medical response personnel are equipped with a radio to communicate with meet officials, particularly with the Chief Referee. It may be the case that medical response personnel are dealing with an injury off-ice and need to inform the Chief Referee to halt racing.
 - 6. Any other medical response information, as noted above, that the Meet Coordinator feels the Chief Referee should be aware of.

SAFETY RECOMMENDATIONS FOR PRACTICES AND COMPETITIONS

1. The track for all SSNB competitions is the 111.12 m or 100 m oval.
2. Coaches and the Club executive ensure there are adequate and suitable board pads for all practices.
3. Proper board-pad safety applies at all SSC-Sanctioned Competitions, including adherence to SSC guidelines for board pads as set out in the SSC Red Book.
4. Meet officials MUST ensure there are adequate and suitable board pads for all competitions.
5. SSNB guidelines specify the following in regard to board pad placement:
6. Board pads for competitions (and preferably practices as well) must contain at least 8" thickness of medium-density foam and set up in overlapping layers with Velcro overlap strips on the outer layer to prevent a skater from hitting the boards at a seam.
7. There should be a full set of board pads from the goal line (on the entry corner) to the center ice line on the exit;
8. There should be a second set placed between the first set of board pads and the boards, from at least the apex block to a point half way between the exit blue line and the last exit dot.
9. Pads are joined together, and to the boards, to prevent separation and collapse.
10. The overlap portion of each pad must attach to the pad to the left of it (i.e. counter clockwise);
11. The attached Velcro must run the full length of the vertical portion of the pad on the side facing the ice.
12. Coaches and meet officials are responsible for frequent checks that board pads have not separated and are placed in their proper positions.
13. Clubs renting another Club's board pads do so at their own agreement.
14. The double board pad rules do not apply to the *Long Term Athlete Development Module* format for younger skaters when available on the SSNB schedule. A single set of board pads is sufficient for the speeds of these skaters.
15. It is the responsibility of meet officials to check the ice surface for debris and ruts, and to make any necessary repairs.
16. Meet Coordinators ensure on-ice attendants and arena staff scrape and flood the ice in accordance with the SSNB recommended *Ice Resurfacing Protocol* (Appendix I).
17. The use of water on the track during practice and competitions is recommended.
18. Water should be placed on the skating portion of the track only. It should be used sparingly, so as not to flood the rest of the ice surface.
19. Club coaches are responsible for ensuring that each skater is wearing the mandatory safety equipment, as defined by SSC regulations.
20. SSNB maintains an information file on each skater with their Medicare number, allergies and any other medical information provided by the Clubs to SSNB.
21. This information may be used for meets or for camps as it applies to the health or safety of a skater or to assist with medical attention. **It is treated as personal information and, accordingly, SSNB protects the privacy of its members by ensuring this information is protected and used only for the purpose of ensuring the health and safety of skaters.**
22. Club Head Coaches and Clubs must develop a medical emergency plan and ensure that their assistants, parents and skaters are aware of the plan and know how to execute it.
23. Safety being the major consideration for all skaters, Masters, Sport Class, Exhibition and Special Olympics competitors skate in separate divisions.
24. As a safety precaution, starts during warm-ups at SSNB-Sanctioned competitions must be from the centre line off the track in a counter clock wise direction. There are no starts from corners.

DEFINITIONS

Ability Meet:

A competition where the skaters are seeded according to their best times in each distance as described in this Competitions Kit.

Age Class Meet:

A competition where the skaters are seeded according to their best times and based on their age class as described in this Competitions Kit.

Chief Recorder:

An individual selected by the Host Club to serve as the Chief Recorder for a meet.

Chief Referee:

An individual selected by the Host Club to serve as the Chief Referee for a meet

Coaches Deadline:

The last date for a club coach to raise any issues with the Chief Recorder regarding preliminary meet seeding.

Data Coordinator:

A member of the Meet Manager Coordinating Team who maintains and manages skater information for SSNB, including times, rankings, records, etc. as set out in this Competitions Kit.

Director of Athlete Development & Coaching:

The Chair of the SSNB Athlete Development and Coaches Committee

Director of Competitions:

The Chair of the SSNB Competitions Committee

Electronic Timing Equipment Manager:

An individual(s) who is the custodian of the electronic timing equipment and performs the duties set out in this Competitions Kit.

Host Club:

A Speed Skating Club that is a member of SSNB that is hosting a sanctioned meet.

Meet Manager Coordinating Team:

The individuals selected by SSNB to carry out some of the duties of the former SSNB Administrative Assistant position as set out in this Competitions Kit, and to assist with the use of Meet Manager at meets throughout the Province.

Meet Registrar:

An individual selected by the Host Club to receive all documents (see Appendices B and D) and payments from clubs participating in the Host Club's meet, as well as other duties as set out in this Competitions Kit.

Sport Class:

Category that includes skaters between the ages of 18 and 29 that are registered with a Club and SSC (competitive) and train in a recreational capacity.

SSC:

Speed Skate Canada

SSNB:

Speed Skate New Brunswick

Technical Director:

An individual employed by SSNB to assist the Board and specified committee's in a technical capacity.