

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

Meet Coordinator Bulletin **2013-2014**

DISTRIBUTION OF COMPETITION KIT

1. The Competitions Kit will be posted on the SSNB website. <http://ssnb.homestead.com/>
2. 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 Meet Coordinator decides whether the hosting club will offer Exhibition and Relays.
2. 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 Kit.

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.

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 SSNB Inc. and SSC of all claims against it.

CLUB SUMMARY REGISTRATION FORM

1. Clubs must complete and return the Club Summary Registration Form 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. The form are available on the SSNB web site.

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.

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

MEET PROGRAM

1. The program has to include the skater's names, helmet cover numbers and clubs in their respective divisions, the race schedule, the seeding for races, advancement procedures, the point system and the list of officials.
2. **It is mandatory to have the street address of the arena on the front cover of the program.**
3. A copy of the Meet Program is provided to all coaches, officials and registered skaters.

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 with ALL applicable fees (as noted above).

3. The Competition Sanction is sent to the Meet Coordinator immediately upon receipt of the fees.
4. SSNB reserves the right to revoke or cancel a sanction after issue. In such a case, the sanction fee may be returned to the sponsoring body at the discretion of the SSNB Board of Directors, if there is just cause.
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.

MINIMUM MEDICAL REQUIREMENTS AT SSNB MEETS

PRIOR TO THE MEET:

1. The Meet Coordinator reviews the following with arena management:
 - 1.1. Does the arena have an ambulance access plan?
 - 1.2. If so, determine from where the ambulance will access the arena and ice surface.
 - 1.3. 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:
 - 3.1. Be prepared for various injuries but come well prepared to deal with neck and back injuries and serious cuts.
 - 3.2. 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.
 - 3.3. Come dressed clearly identifiable as medical response.
 - 3.4. Ambulance access plan.
 - 3.5. Confirm that medical response personnel are providing the complete medical kit (with the exception of bandages that are attached to the exit corners).
 - 3.6. Clearly identify any supplies to be provided by the hosting Club.

DURING THE MEET:

1. The Meet Coordinator ensures that:
 - 1.1. 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.
 - 1.2. Medical response personnel wear medical identification that can be clearly seen from a distance.
 - 1.3. 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.
 - 1.4. Medical response personnel are present during warm-ups and during all skating.
 - 1.5. 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.
 - 1.6. The location of medical response personnel is reviewed during the officials meeting.
 - 1.7. The Referees are introduced to the medical response personnel.
 - 1.8. 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.
 - 1.9. 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.
 - 1.10. 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.
 - 1.11. 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;

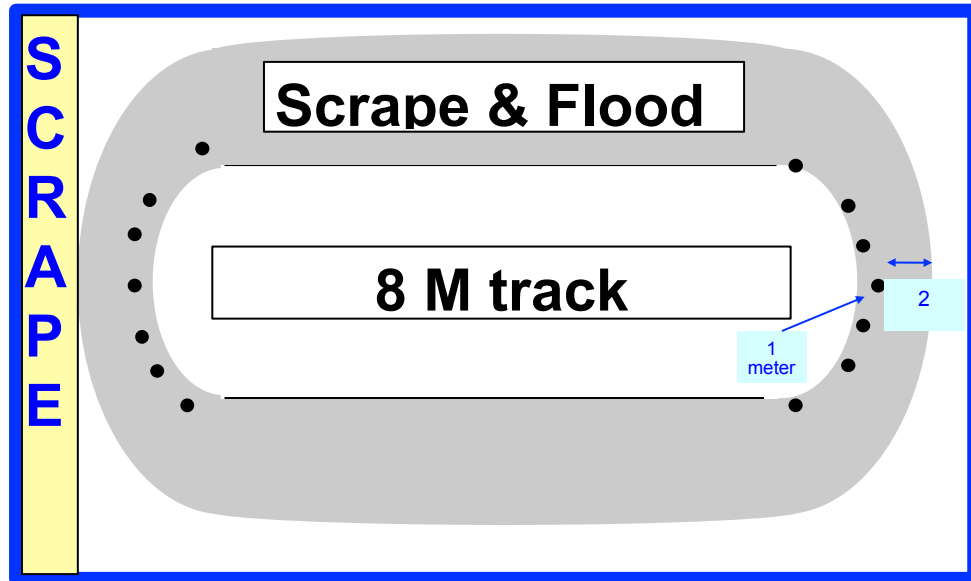
- d. Supplies to deal with breaks and sprains; and
 - e. Other typical first aid supplies.
- 2. The Chief Referee and Meet Coordinator review the following:
 - 2.1. The Chief Referee is in control of the race and medical response personnel do not enter onto the ice surface until the race is halted and the Chief Referee signals for the medical response personnel.
 - 2.2. Ambulance access and at what door will the ambulance arrive/be located.
 - 2.3. 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.
 - 2.4. Following an incident, racing does not resume until medical response personnel are at the designated area.
 - 2.5. 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.
 - 2.6. Any other medical response information, as noted above, that the Meet Coordinator feels the Chief Referee should be aware of.
- 3. **CLAIM NOTIFICATION FORM - INJURY**
 - 3.1. Meet Coordinators ensure that copies of the Sport New Brunswick Claim Notification Form are available at each competition and are filled out by the Meet Coordinator for any injury incurred during the competition.
 - 3.2. Copies of the form may be downloaded from the Sport NB web site at <http://www.sportnb.com/en/programs/insurance.aspx>.
 - 3.3. Completed forms and reports are submitted to the SSNB Director of Competitions following the meet.

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:
 - 5.1. 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.
 - 5.2. 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;
 - 5.3. 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.
 - 5.4. Pads are joined together, and to the boards, to prevent separation and collapse.
 - 5.5. The overlap portion of each pad must attach to the pad to the left of it (i.e. counter clockwise);
 - 5.6. The attached Velcro must run the full length of the vertical portion of the pad on the side facing the ice.
 - 5.7. Coaches and meet officials are responsible for frequent checks that board pads have not separated and are placed in their proper positions.
 - 5.8. Clubs renting another Club's board pads do so at their own agreement.
 - 5.9. 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.
6. It is the responsibility of meet officials to check the ice surface for debris and ruts, and to make any necessary repairs.
7. Meet Coordinators ensure on-ice attendants and arena staff scrape and flood the ice in accordance with the SSNB recommended *Ice Resurfacing Protocol*.
 - 7.1. The use of water on the track during practice and competitions is recommended.
 - 7.2. 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.
8. Club coaches are responsible for ensuring that each skater is wearing the mandatory safety equipment, as defined by SSC regulations as set out in *Speed Skate Canada's Procedures and Regulations* Section D3-100.
9. SSNB maintains an information file on each skater with their Medicare number, allergies and any other medical information provided by the Clubs to SSNB.
 - 9.1. 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.**
10. 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.
11. Safety being the major consideration for all skaters, Masters, Sport Class, Exhibition and Special Olympics competitors skate in separate divisions.

12. 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.

ICE RESURFACING PROTOCOL



ICE TEMPERATURE

1. The recommended ice temperature for competitions is -12°C . The Meet Coordinator ensures that the ice temperature is taken the evening prior to the meet. The ice temperature is also taken just prior to the warm up and at four intervals throughout all days of the competition.
2. The ice temperature and the time it was taken are recorded on the *Competition Report*.
3. The ice temperature is also reported to the Chief Referee.
4. If the Chief Referee determines that the ice temperature may pose a risk to the safety of skaters, he/she has the discretion to adjust the race distances and/or request that racing be delayed until the ice temperature can be adjusted.
5. An air temperature of $+2^{\circ}$ to $+4^{\circ}\text{C}$ is recommended, if the ice plant can hold the ice temperature.

ICE SURFACING

1. One inch of ice is recommended for competition.
2. Meet Coordinators ensure on-ice attendants and arena staff scrape and flood the ice in accordance with the SSNB recommended *Ice Resurfacing Protocol*.
3. Prior to the start of the competition, the ice is dry scraped in a counter clockwise direction over the entire surface.
3. When the dry scrape is completed, the Zamboni operator floods from the board in towards the center of the rink in a counter clockwise direction, going no further than two meters from the track markers (the farthest set toward the boards at each end).
4. The operator continue this inward resurfacing until he/she is no more that one meter inside the track markers in any one location (see diagram above).
5. This is the resurfacing method for all ice resurfacing except at the noon break when another dry scrape can be done of the whole rink surface if the operator so chooses, or at any time at the Chief Referee's request.
6. The intent of this flood pattern is to aid the deceleration of skaters should they be sliding out of the skated track.
7. In combination with this flooding pattern, Corner Stewards need to apply the correct amount of water to the tracks. They should apply just enough water to seal the tracks, and then squeegee off the track just skated, depositing excess material into the entry corner.

INJURY REPORT

Name of Skater:	_____	Date:	_____
Age:	_____	M/F:	_____
Club:	_____		_____
Condition of Ice:	_____		_____
Padded Boards:	_____	Track:	_____
Sanctioned Meet:	_____	Practice:	_____
Kind of Skates - Boot:	_____	Blade:	_____
Condition (Boot):	_____		_____
Condition (Blade):	_____		_____
Skater's History:	Experienced: _____	Inexperienced: _____	Fit: _____ Unfit: _____
Previous Injuries:	_____		_____

Clothing:	Gloves _____	Helmet _____	Uniform _____	Knee pads _____
	Shin Guards _____	Neck Guard _____	Protection _____	
Medical Attention:	Yes: _____			
	No: _____			
Description of Injury:	_____			

Describe how the injury was sustained and, on reverse side of this sheet, draw a diagram to indicate the location on the ice surface where the injury was sustained.

Signature: _____	Position: _____
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COMPLETING THE SPORT NEW BRUNSWICK INSURANCE FORM

1. The Sport NB Accident Claim Report and Attending Physicians Report can be found on the Sport N.B. web site under Programs and Services/Insurance.
2. The Meet Coordinator prints a few copies of each form for the competition.
3. Filing a Claim:
 1. The Meet Coordinator ensures that the injured skater completes the *Claim Notification Form* and that the skater has his/her Physician complete the *Attending Physicians Form*.
 2. The Meet Coordinator signs the *Claim Notification Form* to certify that the injured athlete is a member of Speed Skate New Brunswick.
 3. The Meet Coordinator forwards the form to BFL Canada Inc. with a copy to Sport NB. This is best done electronically.
4. Important Notes:
 1. The *Claim Notification Form* must be submitted to BFL Canada within 30 days of the injury.
 2. All claims must be submitted, with itemized statements and paid receipts (originals are required if there is no other coverage available), which indicate the patient's name, type of purchase or service, date of each purchase or service and amount charged for each purchase or service.
 3. An *Attending Physician's Statement*, confirming the diagnosis and recommended treatments is required if you are claiming expenses other than dental or ambulance expense.
 4. Costs must be paid by the injured skater who will be reimbursed for insured expenses.
 5. The injured skater will receive a letter directly from the insurance company if they require further documentation. It is the injured skater's responsibility to provide this information.
 6. Expenses eligible under any other health care plan(s) must be submitted to that plan(s). The sports accident policy will pay only the amount of expenses that are not eligible with any other insurer. This policy does not make payment for any service or treatment that is available within the provincial plan, whether there is enrolment in the provincial plan or not.
 7. If you have any problems contact Speed Skate New Brunswick.