

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



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Patinage de vitesse Nouveau-Brunswick

SPEED SKATE NEW BRUNSWICK

Meet Recorder Guide **2013-2014**

SUGGESTED FORMAT

1. Meet Coordinators notify Clubs as to who skates one day or two.

Day 1: Qualifying races for a maximum of 3 distances, and finals for a maximum of 2 distances.

Day 2: Qualifying races and finals for the remaining distances.

2. One distance is completed before the next begins, i.e. semi-final and final.

Example 1:

Day 1	(180 skaters combined from lower and higher Divisions)		
	8 Lower Divisions (120 skaters)		
	3 Distances (2 semis, 3 finals)	=	120Races
	5 Higher Divisions (60 skaters)		
	1 Distance (2 semis, 1 final)	=	50Races
	9.5 hours (approx)	=	<u>170Races</u>
Day 2	5 Higher Divisions continue (60 skaters)		
	3 Distances (1 semi, 3 finals)	=	60Races
	4.0 hours (approx)	=	<u>230Total Races over 2 days</u>

Example 2:

Day 1	(240 skaters combined from lower and higher divisions)		
	8 Lower Divisions (120 skaters)		
	3 Distances (2 semis, 3 finals)	=	120Races
	8 Higher Divisions (120 skaters)		
	1 Distance (1 semi, 1 final)	=	48Races
	9.5 hours (approx)	=	<u>168Races</u>
Day 2	8 Higher Divisions continue (120 Skaters)		
	3 Distances (2 semis, 3 finals)	=	128Races
	7.0 hours (approx)	=	<u>296Total Races over 2 days</u>

RECORDING PROCESS

SSNB COMPUTER

1. The SSNB laptop and printer are available to the Meet Manager Coordinating Team to set up the competitions by contacting the Director of Competitions.
2. Notwithstanding the above, meet equipment generally travels from meet to meet throughout the skating season. For example, the Club hosting the next meet picks up the equipment at the end of the previous meet and takes it back to their Club. At the end of the season, all SSNB equipment is returned to the Director of Competitions.

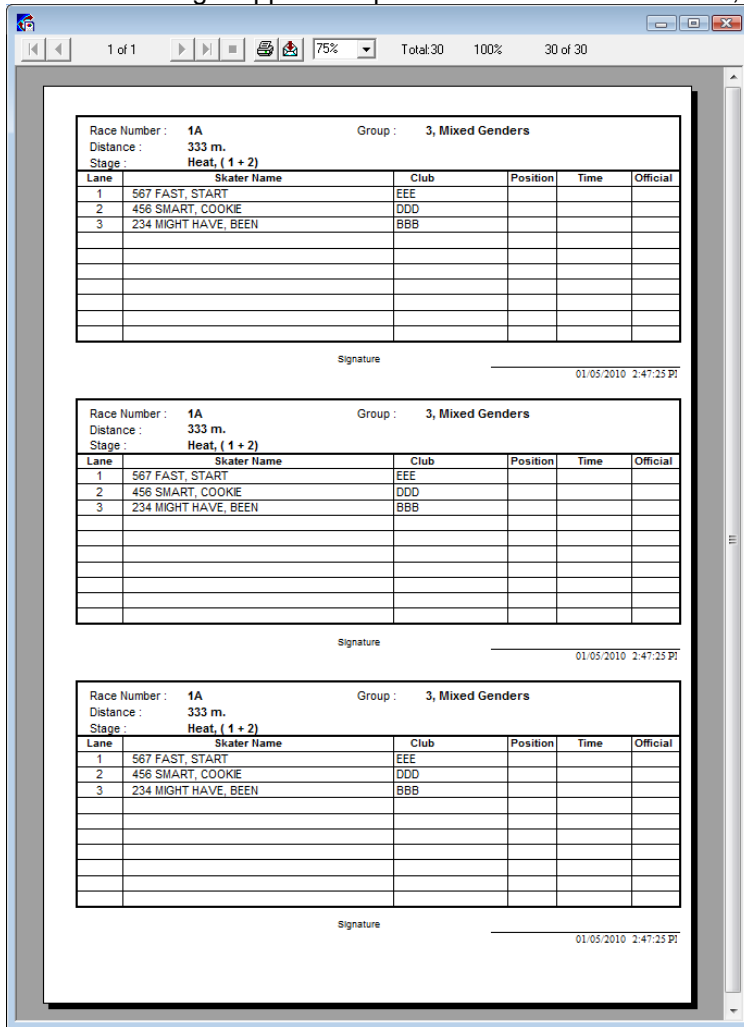
RACE FORM

At the beginning of the competition season, the Director of Competitions ensures a sufficient supply of race forms is available to supply all meets scheduled for the upcoming season (usually 2,000 forms).

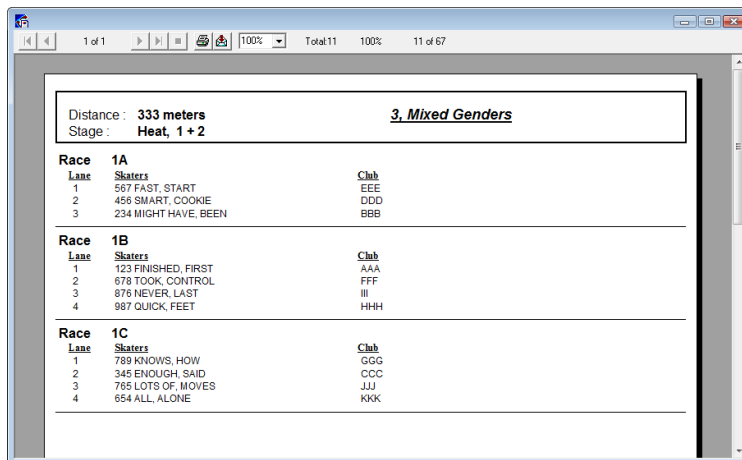
1. The Director of Competitions orders the forms.
2. The Chief Recorder ensures there is an adequate supply of race forms for the competition. They should contact the Director of Competitions to order the forms.
3. Race forms are made available to Clubs at cost price (currently 20 cents/sheet) and will be invoiced by the Chief Recorder at the end of the meet. Payment must be sent to the SSNB Financial Director.

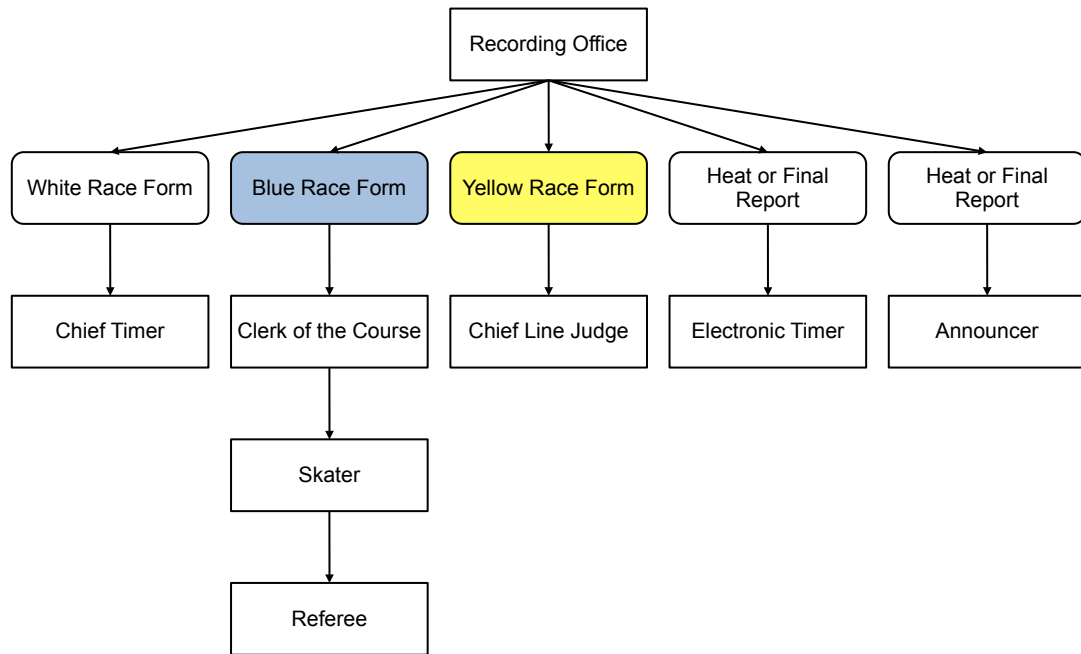
PAPER FLOW - BEFORE THE RACES

The Meet Manager application prints three race forms – white, blue and yellow (sample image below).



The two reports printed from Meet Manager (either the “Heat Report” or “Finals Report” – see sample below).

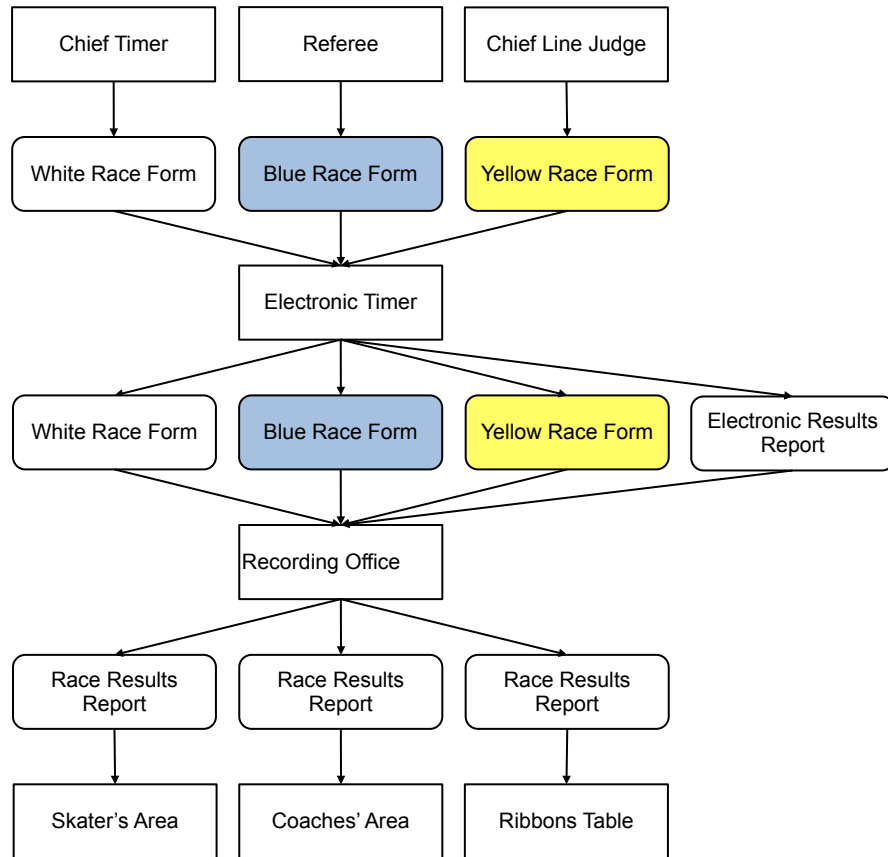




PAPER FLOW - AFTER THE RACES

1. After the race, the Chief Referee records any information he needs to relay to the timers/recording office on the blue copy of the race form.
2. An official or a runner at rink-side collects the completed blue, white and yellow copies of the race forms and gives them to the Chief Electronic Timer.
3. The Electronic Timer prints the electronic finish results and notifies the Chief Line Judge of any apparent discrepancy between the electronic finish results and the Line Judge's form.
4. The Chief Line Judge decides the final order of finish and initials any changes to the race form to indicate approval.
5. A Runner takes the completed race forms and the Electronic Timer's printout of electronic finish results to the Recording Office. (This should be done as soon as possible.)
6. When the recording office produces the race results from Meet Manager, the Runner posts these results in the designated areas including the coaches box if possible (see sample image below).

RÉSULTATS DE LA COMPÉTITION			
KIT		10-30-2009	
Short Track			
3 Mixed Genders			
0	ALL, ALONE (Bantam Mixte)	2C 333 m Final 0	0
	1C 333 m Heat. 4 0: 49.510		
0	LOTS OF, MOVES (Bantam Mixte)	2A 333 m Final 0	0
	1C 333 m Heat. 1 0: 40.310		
0	NEVER, LAST (Bantam Mixte)	2B 333 m Final 0	0
	1B 333 m Heat. 4 0: 47.480		
0	QUICK, FEET (Bantam Mixte)	2B 333 m Final 0	0
	1B 333 m Heat. 3 0: 45.700		
0	KNOWS, HOW (Bantam Mixte)	2B 333 m Final 0	0
	1C 333 m Heat. 3 0: 44.830		
0	TOOK, CONTROL (Bantam Mixte)	2B 333 m Final 0	0
	1B 333 m Heat. 2 0: 44.010		
0	FAST, START (Bantam Mixte)	2A 333 m Final 0	0
	1A 333 m Heat. 2 0: 43.950		
0	SMART, COOKIE (Bantam Mixte)	2B 333 m Final 0	0
	1A 333 m Heat. 2 0: 43.950		
0	ENOUGH, SAID (Bantam Mixte)	2A 333 m Final 0	0
	1C 333 m Heat. 2 0: 43.910		
0	MIGHT HAVE, BEEN (Bantam Mixte)	2A 333 m Final 0	0
	1A 333 m Heat. 1 0: 42.510		
0	FINISHED, FIRST (Bantam Mixte)	2A 333 m Final 0	0
	1B 333 m Heat. 1 0: 42.480		
	KKK		
	JJJ		
	III		
	HHH		
	GGG		
	FFF		
	EEE		
	DDD		
	CCC		
	BBB		
	AAA		



DUTIES OF THE MEET MANAGER COORDINATING TEAM

The SSNB *Meet Manager Coordinating Team* serves as the Province's *Records Statistician, Ranking Statistician and Registrar*. Accordingly, this team administers the following policies and procedures:

RECORDS STATISTICIAN

1. New Brunswick Age Class records may be set in provincially and/or nationally sanctioned meets and properly sanctioned All Points or Age Class Competitions.
2. Records resulting from such competitions are kept and updated following each competition.
3. The Records Statistician's list is final. Questions can be brought to the attention of the Records Statistician by a Club's Competition Committee Representative ONLY. NO personal calls inquiries are accepted by the Statistician.
4. SSNB Records are recognized as official immediately following each update.
 - 4.1. Each skater setting a new record receives a record certificate at the SSNB Annual General Meeting, during the picnic evening of the annual SSNB Summer School OR at a date and location as determined by the Director of Competitions.
 - 4.2. A list of the official records, in each category, following the last competition of the skating season, is submitted to the SSNB Annual General Meeting.
5. Speed Skate Canada records do not change throughout the skating season.
6. Meet Coordinators have to e-mail a list of potential records to the Records Statistician at the end of each competition.
7. The Data Coordinator with the data in the Meet Manager database verifies these.
8. NB Skaters skating at Out-of-province competitions are responsible for supplying the SSNB Records Statistician with an electronic copy of sanctioned competition results to have their records entered into the database.
 - 8.1. Results must be sent within 14 days of the competition. This is for the protection of the skater so results are not omitted.
9. The Records Statistician supplies a list of updated records to Meet Coordinators before each competition to be posted on the website
10. The Meet Coordinator ensures that a copy of New Brunswick Records is available in the Recording Office at a competition.

RANKING STATISTICIAN

1. All properly registered skaters (Male age 12 and up and female 11 and up) competing in sanctioned competitions are entered on the SSNB Ranking List after they have skated two or more meets
2. A Club's Competitions Committee representative may bring questions to the attention of the Ranking Statistician ONLY. NO personal inquiries are accepted.
3. Ranking is based on the following table:
4. Ranking updates are posted to the SSNB web site.

SSNB REGISTRAR

1. Registered members in all SSNB Clubs must be entered by the Club Registrar into the Speed Skate Canada database so they can compete at SSC-sanctioned competitions.

EQUIPMENT LIST FOR COMPETITIONS

NAME	REMARKS
Laptop	
Laser Printer	
Stopwatches	
Electronic Timing Equipment (Including Electronic Starter)	
Meet Manager Race Forms	
Paper (2 packages) (Recording office's printer, electronic timing)	
Helmet Covers	
Relay Helmet covers	
Board Pads	
Duct Tape and Rope	
Corner Markers	
Water Buckets/Squeegee	
Lap Counter and Bell	
Starter Pistol and Shells	
Clipboards (7) and Pencils	
Line Judge Forms	
Club First Aid Kit (in addition to the medical response personnel first responder's kit)	

Recommended Supplies for the Recording Office:

Pencils and sharpeners	Scissors
Erasers	Stapler and staples
Pens	Staple Remover
White-Out	Scotch tape
Various coloured highlighters	Masking tape
Post-it Notes	Calculator

SAMPLE RULE INTERPRETATION

SAMPLE #1

Heat, 1 + 1	Distance :777 meters	Final	Distance :777 meters						
Race 1A		Race 4A							
<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>	<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>
1	789 SITTING, DOWN	BBB	1	1:26.890	2	123 ON THE, CHAIR	AAA	0	-----
2	834 LATE, AGAIN	YYY	2	1:27.890	3	789 SITTING, DOWN	BBB	0	-----
3	731 QUICK, STEP	WWW	3	1:48.300	1	245 STANDING, UP	CCC	0	-----
4	987 LEISURLY, STROLL	JJJ	4	-----	4	398 LAYING, DOWN	DDD	0	-----
				DQ-I	5	456 AT THE, TABLE	XXX	0	-----
					6	219 SLOW, JOG	QQQ	0	-----
Race 1B		Race 4B							
<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>	<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>
3	123 ON THE, CHAIR	AAA	1	1:26.100	5	731 QUICK, STEP	WWW	0	-----
2	490 ALWAYS, EARLY	ZZZ	2	1:26.280	1	506 SHORT, WALK	SSS	0	-----
4	555 RIGHT ON, TIME	VVV	3	1:27.290	2	58 USUALLY, LATE	EEE	0	-----
1	902 NEVER, HERE	RRR	4	1:29.350	4	490 ALWAYS, EARLY	ZZZ	0	-----
Race 1C		Race 4C							
<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>	<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>
1	245 STANDING, UP	CCC	1	1:29.210	5	731 QUICK, STEP	WWW	0	-----
2	506 SHORT, WALK	SSS	2	1:36.440	1	506 SHORT, WALK	SSS	0	-----
4	219 SLOW, JOG	QQQ	3	1:55.080	2	58 USUALLY, LATE	EEE	0	-----
3	911 WALKING, FAST	NNN	4	-----	4	490 ALWAYS, EARLY	ZZZ	0	-----
				DQ-I	3	555 RIGHT ON, TIME	VVV	0	-----
					6	834 LATE, AGAIN	YYY	0	-----
Race 1D		Race 4D							
<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>	<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>
4	456 AT THE, TABLE	XXX	1	1:24.260	2	911 WALKING, FAST	NNN	0	-----
2	398 LAYING, DOWN	DDD	2	1:24.350	1	987 LEISURLY, STROLL	JJJ	0	-----
3	58 USUALLY, LATE	EEE	3	1:24.710					
1	66 LONG, JOURNEY	PPP	4	1:34.140					

The referee advances SLOW, JOG to the A final and QUICK, STEP to the B final. With the advancements finals A & B now have 6 skaters each. This leaves 4 skaters for 2 published finals C & D. The Competitions Kit states that disqualified skaters are placed in the lowest final for that distance. The correct procedure is to place the 4 remaining skaters in the C final with the 2 skaters not disqualified eligible for C points and the 2 disqualified skaters eligible for D points regardless of order of finish. The disqualified skaters start on the outside or behind the line. There is no need to run 2 finals (C & D) with only 2 skaters in each. This decision is at the discretion of the Chief Referee.

SAMPLE # 2

Heat, 1 + 3		Distance :1,500 meters				Final		Distance :1,500 meters			
Race 1A						Race 4A					
<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>		<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>	
3	789 MISSED, BOAT	CCC	1	2:49.150	.	1	123 WENT, FAST	AAA	1	-----	
5	543 NEVER, KNOW	III	2	2:50.130	.	3	456 CANNOT, WIN	BBB	1	-----	
2	765 SLIPPED, AGAIN	KKK	3	2:54.580	.	6	789 MISSED, BOAT	CCC	1	-----	
4	876 HAD BEEN, DQED	LLL	4	-----	DQ-I	2	234 TURNING, LEFT	DDD	1	-----	
1	987 WASN'T, HERE	MMM	5	-----	DNS	5	345 STRAIGHT, AHEAD	EEE	1	-----	
Race 1B						Race 4B					
<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>		<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>	
2	123 WENT, FAST	AAA	1	2:40.250	.	3	321 NEVER, FAILS	GGG	0	-----	
4	234 TURNING, LEFT	DDD	2	2:41.040	.	2	765 SLIPPED, AGAIN	KKK	0	-----	
3	345 STRAIGHT, AHEAD	EEE	3	2:41.770	.	5	654 COULDN'T, PASS	JJJ	0	-----	
1	432 ALWAYS, THERE	HHH	4	2:48.660	.	1	432 ALWAYS, THERE	HHH	0	-----	
Race 1C						Race 4C					
<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>		<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>	
4	456 CANNOT, WIN	BBB	1	2:43.160	.	1	987 WASN'T, HERE	MMM	0	-----	
3	567 GOING, BACK	FFF	2	2:43.900	.	2	876 HAD BEEN, DQED	LLL	0	-----	
2	321 NEVER, FAILS	GGG	3	2:46.680	.						
1	654 COULDN'T, PASS	JJJ	4	2:50.980	.						

There are three finals scheduled, 6 on the line and 13 skaters. Because of work commitments WASN'T, HERE missed the first two distances and the heat for this distance. These races were raced on the first day of a two-day meet. He will be placed in the C final. The Competitions Kit states that disqualified skaters are placed in the lowest final for that distance so HAD BEEN, DQED and WASN'T, HERE will be placed in the C final.

SAMPLE #3

Heat, 1 + 2					Final				
Distance :333 meters					Distance :333 meters				
Race 1A					Race 4A				
<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>	<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>
3	234 MIGHT HAVE, BEEN	BBB	1	0:42.510	1	765 LOTS OF, MOVES	JJJ	1	-----
2	567 FAST, START	EEE	2	0:43.950	4	123 FINISHED, FIRST	AAA	1	-----
1	456 SMART, COOKIE	DDD	2	0:43.950	6	456 SMART, COOKIE	DDD	1	-----
Race 1B					Race 4B				
<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>	<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>
1	123 FINISHED, FIRST	AAA	1	0:42.480	3	987 QUICK, FEET	HHH	0	-----
4	678 TOOK, CONTROL	FFF	2	0:44.010	1	678 TOOK, CONTROL	FFF	0	-----
3	987 QUICK, FEET	HHH	3	0:45.700	4	876 NEVER, LAST	III	0	-----
2	876 NEVER, LAST	III	4	0:47.480	2	567 FAST, START	EEE	0	-----
Race 1C					Race 4C				
<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>	<u>Lane</u>	<u>Skaters</u>	<u>Club</u>	<u>Position</u>	<u>Time</u>
2	765 LOTS OF, MOVES	JJJ	1	0:40.310	1	654 ALL, ALONE	KKK	0	-----
3	345 ENOUGH, SAID	CCC	2	0:43.910					
1	789 KNOWS, HOW	GGG	3	0:44.830 ADV-A					
4	654 ALL, ALONE	KKK	4	0:49.510					

There are three finals scheduled, 5 on the line and 11 skaters. One skater is advanced to the A final leaving four skaters for B and one for C. At the discretion of the referee ALL, ALONE will be placed in the B final. ALL, ALONE is eligible for C points only, regardless of order of finish.