



**SPEED  
SKATING  
CANADA**

# **NATIONAL EVENT HOSTING MANUAL**

*August 2024*



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## INTRODUCTION

Speed Skating Canada (SSC) is the national governing body responsible for the organization, coordination, and administration of the sport of speed skating in Canada for the betterment of the sport and its members.

SSC's Hosting Manual is designed to assist Provincial/Territorial Sport Organizations (PTSOs), clubs, and Host Organizing Committees (HOC) with the organization of successful National speed skating events. It is also a tool to ensure the consistency of events presented throughout the country.

If you have questions concerning any aspect of this Hosting Manual, please contact:

**Jill Lynch**

Manager, Events and Partnerships

[jlynch@speedskating.ca](mailto:jlynch@speedskating.ca).

## PLANNING AND ORGANIZATION

The role of the Host Organizing Committee (HOC) is to provide leadership, guidance, and expertise to oversee the successful planning and delivery of a speed skating competition. A close working relationship is created between SSC, the PTSO and the HOC throughout the planning, organizing and implementation period leading up to the event.

### National Event Host Resource Drive

The [National Event Host Resource Drive](#) provides HOCs with a variety of templates, tools, and additional resources to assist in the planning and delivery of competitions.

### HOC Organizational Chart

To assist with organization and role clarity, SSC recommends using an organizational chart to coordinate efforts and identify each volunteer's area of responsibility. A sample organizational chart can be found in the Resource Drive. It is important to note that one person can be responsible for more than one area within the chart. Including individuals in the HOC who have knowledge and experience in event management and/or technical aspects of the sport will be imperative to hosting a successful event.

### SSC Representatives

All national event hosts will be supported in the lead-up to the event by SSC's Manager, Events and Partnerships. In addition, each event will be assigned 1-2 on-site representative(s), which may include:

- SSC Technical/High Performance Representative: Acts as the primary point of contact for any technical questions related to competition format or other aspects of the relevant Bulletin. Acts as the final decision-maker on technical matters.
- SSC Representative: Acts as the primary point of contact for coaches, athletes, officials and HOC should they have concerns. Liaises with officials and coaches at the event to ensure successful implementation of mentorship, debriefing and other development opportunities. Liaises with medical personnel, coaches, and parents if a medical incident arises. Attends all debrief meetings with officials and HOCs.
- SSC Communications Representative: Supports HOCs in coordination with local media and promotion of the event through social media. Ensures appropriate set-up of sponsorship and merchandise requirements, as necessary. Can also assist with ceremonial activities for Championship events.

- SSC Incident Manager (remote or on-site): The Incident Manager will oversee the management and resolution of incidents during the competition, ensuring a seamless experience for all. While this role may occasionally be remote, the Incident Manager will support in coordinating responses to any conduct, medical or safety issues that arise.

Key responsibilities include:

- Overseeing the application of SSCs Event Discipline Policy
- Assessing the severity and impact of incidents and determining the appropriate response strategy
- Collaborating with HOC, officials, medical personnel and SSC staff to facilitate communication and resolution of incidents
- Maintain detailed records of incidents, actions taken, and outcomes for post-event analysis.
- When remote: utilizing digital communication tools to stay connected with on-site teams and offer support as needed
- When onsite: Serve as the primary point of contact and support for medical personnel

SSC Representatives will be assigned and communicated to event hosts in the Fall. SSC Representatives will also be posted on the event websites.

### **Emergency Action Plan**

The HOC must establish an Emergency Action Plan (EAP) based on the venue that will be used for the competition. The EAP must be shared with the SSC Representative(s), Chief Referee and medical personnel prior to the event. The EAP must be reviewed in the Coaches Meeting and must include the location of the ambulance entrance and any medical procedures in place. Further information regarding an EAP can be found in the SSC Red Book.

### **Event Website**

All event information will be posted on the relevant event page on SSC's website. The event pages will replace the formal event announcements. HOCs are required to send SSC's Manager, Events and Partnerships the relevant information no later than 2 months prior to the event. An example of the event website, including information that can be posted, can be found [here](#).

## FINANCIAL CONSIDERATIONS

HOCs will receive a hosting grant from SSC to assist in the execution of the event and will collect and keep all registration fees associated with the event. HOCs are fully responsible for budget management and assume all profits and deficits associated with event hosting.

### Hosting Grants

SSC will provide HOCs with a hosting grant, as set out in the Hosting Agreement. In addition, hosts will receive an allotted amount to assist with event photography and for event prizing, outlined in the Hosting Agreement.

Payments are made in two installments, with the first installment paid out once the Hosting Agreement has been signed by both parties and consisting of 50% of the total grant. The second installment, the remaining 50%, will be paid to the HOC once they have completed all hosting responsibilities and following submission of the post-event Final Report. All Hosting Agreements must be signed and submitted to Speed Skating Canada by **September 1** of the applicable season.

### Registration Fees

SSC will set registration fees for all National competitions and reserves the right to adjust entry fees on a yearly basis. The HOC receives 100% of the registration fees.

Fees for the 2024-25 season are as follows:

COMPETITION	REGISTRATION FEE
Short Track	
Canadian Short Track Championships	\$135
Canadian Junior Short Track Championships	\$135
Canadian Neo-Junior Short Track Championships	\$110
Canadian Youth Short Track Championships	\$100
Short Track Canada Cups	\$135
Canadian Short Track Opens	\$110
Long Track	
Canadian Long Track Championships	\$110
Canadian Junior Long Track Championships	\$100
Canadian Neo-Junior Long Track Championships	\$100
Canadian Youth Long Track Championships	\$100
Long Track Canada Cups	\$110

## Other Forms of Revenue

HOCs are encouraged to seek additional sources of revenue and retain all income generated in support of the event. HOCs can consider increasing revenue through:

- Grants from provincial/territorial or local governments
- Grants from tourism organizations
- Sponsorship
- Ticket sales
- Fundraising initiatives (50/50 raffles, auctions, etc.)

## REGISTRATION

All registration for National events must be completed through the IceReg platform. A guide on how to create an event in IceReg, as well as the applicable Registration Rules can be found [here](#).

All participants must be registered in IceReg prior to the beginning of the event. It is the HOC's responsibility to:

- Download the "Complete Registration w/ Membership Info" report from IceReg and ensure that all registrations hold an "issued" SSC membership outlined in the "License Status" column. If a registrant does not have an "issued" membership, HOCs are asked to contact the registrant directly so that they can work with their PTSO to adjust their membership
- Cross-reference the event registration lists in IceReg with the list of expected participants

In addition to standard event registration fees, optional add-ons (e.g., banquet tickets or meal fees for coaches) can be configured within IceReg.

### Coach Registration & Identification

All coaches must be registered in IceReg prior to the beginning of the event. It is the HOC's responsibility to review the coach participant list to ensure that all registered participants have current SSC memberships. Any participants who are not outlined as having an "issued" membership must be sent to SSC's Manager, Events & Partnerships for review.

HOCs must provide coaches with an accreditation or another form of identification which must always be visible. A form of identification is provided to keep athletes safe and to ensure that restricted areas (coaches' boxes, change rooms, etc.) are only accessible by

registered participants. The SSC Representative and Meet Coordinator are asked to conduct random checks throughout the event to ensure that coaches and officials have their form of identification on-hand.

### **On-site Registration**

During on-site registration, skaters, coaches, team leaders and officials should receive:

- Accreditation (if applicable)
- Method of identification (coaches)
- Banquet tickets (if applicable)
- Parking passes (if applicable)
- Host contact list (coaches and officials only)

HOCs may also wish to provide participants with welcome kits, including maps of the city and local area, items from local businesses, meal discount vouchers, etc. Local tourism organizations may be able to assist in the organization of this additional information. If you need assistance connecting with your local tourism organization, please contact SSC's Manager, Events & Partnerships.

## **TECHNICAL CONSIDERATIONS**

The technical components of hosting a speed skating competition are covered in Sections B and C of the SSC Red Book, as well as in the Youth and High Performance Bulletins.

*In the event of discrepancies between SSC's National Event Hosting Manual and SSC's Red Book and/or relevant Bulletin(s), the Red Book and/or Bulletin(s) will prevail.*

### **Schedule**

Drafting and finalizing the event schedule is done in collaboration with the Chief Referee, Competitor Steward, SSC Technical Representative and the HOC. The schedule must be approved by both the Chief Referee and the SSC Technical Representative.

The Chief Referee is responsible for communicating the final schedule to the HOC.

The SSC Technical Representative is responsible for ensuring the final version of the schedule is published on the SSC website.

### **Practice Ice**

4-6 hours of practice ice must be available for teams to book free of charge on the day prior to the event. Note that the number of hours available may vary depending on number



of participants and number of traveling teams. For short track, please ensure that the number of participants does not exceed 30 on-ice.

Official practice ice and camps for both long track and short track, must have medical personnel on-site. All medical requirements for National events can be found in section D of SSC's Red Book.

### **Facility Requirements**

All facilities must be in accordance with the SSC Red Book, including padding requirements that can be found in section D2 of the SSC Red Book.

### **Sanctions**

All HOCs are responsible for applying for an SSC Sanction a minimum of 28 days prior to the event. Steps on how to apply for an SSC Event Sanction can be found in the National Event Host Resource Drive. An event requires an SSC sanction even if they hold an ISU sanction.

### **Anti-Doping**

HOCs are responsible for coordinating with the Canadian Centre for Ethics in Sport to ensure appropriate anti-doping coverage for all long track ISU sanctioned events in the case of a World Record.

### **Results**

Competitor Stewards are responsible for uploading results directly to Sportity throughout the competition. Competitor Stewards are responsible for sending a PDF of all results to the Manager, Events & Partnerships following the conclusion of the competition.

SSC will only post official results on its website following the conclusion of the event.

## **OFFICIALS & COACHES**

### **Appointment of Officials**

SSC will appoint the Major Officials for all National competitions. These individuals will be announced in early fall. It is the responsibility of the HOC to assign all Minor Officials.

Major Officials consist of the following roles. All other roles are considered Minor Officials and must be assigned by the HOC.

Short Track	Long Track
Chief Referee	Chief Referee
Assistant Referee(s)	Assistant Referee(s)
Video Referee	Starter(s)
Starter(s)	Competitor Steward / Sport Expert
Competitors' Steward(s)	

### Officials Transportation

SSC will arrange transportation for all appointed Major Officials to the host city, including from the airport to the hotel as necessary.

HOCs are responsible for providing transportation between the hotel and the venue for all Major Officials for the duration of the competition. If the hotel is more than a 5-minute walk to the venue, we recommend providing transportation for officials. SSC recommends any of the following transportation options:

- Assign a volunteer driver
- Arrange rental car(s)
- Arrange shuttle service
- Provide taxi chits

### Officials Accommodations

HOCs must organize and assume the cost of all accommodations for appointed Major Officials. Officials will be assigned to double occupancy hotel rooms. Ensure that the hotel rooms are equipped with, at minimum, two (2) queen beds. Sofa beds are not a suitable option.

Hotels with a continental breakfast are highly recommended due to early competition starts. If a continental breakfast is not available, it is strongly recommended that there are food options nearby that open prior to 7:00 AM.

### Officials Meals

HOCs must provide lunch, snacks, and beverages for all Major and Minor Officials, and SSC Representatives at the venue during competition. Snacks should be near the field of play during the meet to not delay the competition start times.

## Coaches Meals

HOCs must provide lunch, snacks, and beverages for all registered coaches. It is at the discretion of the HOC if they choose to charge coaches a fee for lunch. If coaches are required to pay for lunch, they must do-so in IceReg prior to the event.

## MEETINGS

### SSC x HOC Meeting

SSC's Manager, Events & Partnerships will arrange monthly meetings with each HOC. This will ensure that all HOCs and SSC are aligned and ensure that all hosting requirements are met.

### Chief Referee Meeting

*It is recommended that the HOCs contact the Chief Referee three months prior to the event to discuss any event needs and requirements. This will ensure that all HOCs and officials are aligned and will limit any last-minute changes. Chief Referee's can be included in the monthly meetings if desired.*

### Coaches Meeting

It is required to discuss the timing of the coaches meeting with the SSC Technical Representative and the Chief Referee in advance. Depending on the event, the coaches meeting may be held on the evening prior to the start of the competition or on the morning of the first day of the competition. The coaches meeting is chaired by the Chief Referee. All coaches are required to attend.

The following items will be covered:

- Introductions of HOC, Officials and SSC Representative(s)
- Venue specifications
- Competition protocol, rules, and interpretations
- Schedule including mention of medal ceremony timing
- Medical and emergency management information
- Coach identification & access process
- A tour of the facility is recommended if it is a new facility
- Draws (*long track only*)
- Social events: hospitality rooms, banquet (*if applicable*)

## ON-SITE COMMUNICATION

HOCs are required to use the Sportity application for on-site communication. Sportity will be the primary location for posting results.

Contact your PTSO for SSC's discounted rates for Sportity.

## PRIZES AND AWARDS

### National Championship Events

SSC will provide all HOCs of **National Championship** competitions with medals for each distance and plaques for overall Champions (if applicable). Some HOCs may be asked to supply host prizes for specific distances.

Backdrops will be provided to all Championship hosts and must be used during medal ceremonies. Additional equipment such as a podium or carpet can be added to the set-up as desired, however *if a podium is used, the ceremony backdrop must be raised.*

### Non-Championship Events

For **Non-Championship events** (Canada Cups, etc.), the HOC is responsible for providing medals or gifts for the top three finishers in each individual distance, including both 500m and 1000m distances if applicable. Gifts can reflect local traditions, customs or items made within the community (e.g., clothing, confections, local art). A portion of funding has been added to the hosting grant to support the purchase of prizing.

### Ceremonies

An official awarding of medals/prizes at the competition site is required.

Ceremonies for short track events are to be held on-ice. Track stewards are asked to place the medal backdrop on-ice (if applicable) and the officials will present the medals/local gifts.

Ceremonies for long track events are to be held off-ice and should be incorporated into the schedule. Medals/local gifts can be presented by dignitaries and can include the Chief Referee, the SSC Representative, or any on-site sponsor representatives. *If a podium is used, the ceremony backdrop must be raised.*

## MARKETING AND PROMOTION

SSC is available to support the HOC in the development and execution of a communications, marketing, and advertising plan for the Event(s).

### Event Logo

A logo for each National event will be created by SSC and shared in the National Event Host Resource Drive. HOCs must use this logo on all materials pertaining to the event and are not permitted to develop any alternate branding. The relevant club, PTSO and/or venue logo(s) may also be included on event material.

SSC approval is recommended, but not necessary, prior to the publishing of any marketing materials or media communications pertaining to the Event(s). All materials using the event logo must follow SSC Brand Guidelines (found in the National Event Host Resource Drive). HOCs should send designs or mock-ups of material using the logo to [communications@speedskating.ca](mailto:communications@speedskating.ca) if they would like reassurance that they comply with the provisions outlined in the Hosting Agreement.

### Photography

SSC will support event photography at all National events. SSC will coordinate a local photographer for **senior** Canadian Championships and will provide an additional grant to all other HOCs to engage a local photographer for their events. The amount of the photography grant will be outlined in the Hosting Agreement. Photographers will be asked to upload event photographs to PhotoShelter using the instructions outlined in the Resource Drive.

SSC reserves the right to use event photos for all promotional and editorial purposes as it sees fit. As such, it is imperative that a photography waiver is added to all registration processes in IceReg. An event photography waiver can be found in the Resource Drive.

Requests for Photographer:

- Photos of all podium winners
- 5-10 photos at the end of each day that can be used on social media
- 5-10 photos per day of athletes, coaches, officials, and volunteers from varying angles
- 3-5 photos of Intact Insurance sponsor signage (medal backdrops, rinkboard banners, etc.)
- 2-3 photos of other sponsor signage (rinkboard banners, event giveaways, etc.)

## **Live Stream**

Live streaming is required for all National competitions and must be streamed only on SSC's YouTube channel. SSC will coordinate with HOCs to connect live stream feeds to the appropriate SSC social media channels.

## **Merchandise**

Nagano Skate, Speed Skating Canada's official merchandise partner, will oversee and manage the merchandise at Youth Championship events. HOCs that host non-Youth Championship events and want to sell items must seek SSC approval on all merchandise. It is strongly recommended to purchase the items from Nagano Skate.

If Nagano Skate is interested in selling merchandise at events outside of the Canadian Youth Championships, a complimentary booth space must be provided.

## **ATHLETE SOCIAL**

HOCs of Canadian Youth Championships are responsible for hosting an athlete social on the Friday prior to the competition begins. The athlete social should be a casual social for participants to enjoy stress-free activities. Athletes can be charged a fee, within reason, to attend the athlete social to help HOCs cover the costs. HOCs will be provided with an additional grant to help support the costs which can be found in the Hosting Agreement. Coaches and Officials are not required to attend the social. Parents are not to attend the athlete social.

Speed Skating Canada can request up to four (4) complimentary tickets to the athlete social.

## **SPONSORSHIP**

### **SSC Sponsor Deliverables**

The HOC will fulfill contractual requirements for SSC sponsors. Existing SSC and HOC sponsors and partners will receive prominent exposure as part of the event(s). SSC sponsors outlined below will have category exclusivity and shall take precedence over existing HOC sponsors. In cases where two sponsors are in conflict, SSC and the HOC commit to exploring solutions that will benefit all parties.

HOCs will be provided with rinkboard banners from multiple Speed Skating Canada sponsors. The banners must be placed on the padding near the finish line for both long track and short track events. Where possible, banners must be visible on the live stream.

#### Intact Insurance (insurance)

- 2 rinkboard banners
- Podium backdrop for National Championship events
- Opportunity to participate in medal ceremony, VIP reception, etc.
- Prominent sponsor logo on all social and digital content for National Championships
- Opportunity for an on-site activation booth at no cost

#### Nagano Skate (gloves, sharpening & merchandise)

- 1 rinkboard banner
- Official SSC merchandise supplier
- Opportunity for an on-site activation booth

#### B2Ten

- 1 rinkboard banner

SSC will specify any changes to the expectations of its sponsors related to the Event(s) no later than 4 weeks before the commencement of the Event.

Once the event is complete, SSC will provide the HOC with further shipping instructions for the banners.

### **Sponsorship Development**

HOCs are encouraged to seek sponsorship for National events to help offset some of the costs of staging the competition. HOCs may create a sponsorship package to assist in sponsor solicitation for their competition. Sponsorship may come in forms of cash, goods or services in-kind or both.

### **Sponsorship Approval**

All potential sponsorships for National events require approval from SSC to ensure they are compatible with the organization's values and the objectives of the event. This process also ensures that local event sponsors do not conflict with SSC's national partners. HOC sponsor logos can be placed on the event website for additional visibility.

Approval on a potential sponsor for a National event can be secured by emailing SSC's Manager, Events & Partnerships, Jill Lynch, ([jlynch@speedskating.ca](mailto:jlynch@speedskating.ca)) with the sponsor name, industry category and proposed contribution. Please ensure that this information is sent at least one (1) month in advance of the event.

## **Sponsor Limitations**

The following sponsor categories are assumed by SSC and cannot be approved as host sponsors, including items in any athlete packages.

- Insurance companies
- Clothing/merchandise companies
- Glove companies
- Sharpening companies

## **Title Sponsor**

Speed Skating Canada has the sole right to negotiate title sponsorship of an event.

## **Logo Usage**

Event sponsors are not permitted to use the event logo or SSC logo on corporate material without prior written permission from SSC.

# **SAFE SPORT & MEDICAL**

## **Medical**

HOCs must assign a medical lead on their Organizing Committee. It is the duty of this person to make sure that the medical staff is informed on any information provided before the event, including any information that may have taken place prior to their arrival if the medical staff is changing on a regular basis. It is the Medical Lead's responsibility to ensure that the medical room is fully stocked with appropriate equipment. A sample equipment list can be found in the Resource Drive.

HOCs are responsible for securing medical personnel for all practice and competition days, including warm-ups and camp days. At least one (1) medical personnel must be on-site 1.5 hours prior to the start of racing to ensure that concussion clearance follows the appropriate guidelines. All medical requirements for National events can be found in section D of SSC's Red Book.

HOCs are required to outline the medical personnel that will be on-site during events to SSC for review. Please ensure that this information is sent to SSC's Manager, Events & Partnerships at least one (1) month in advance.

HOCs are required to submit all Injury Report Forms to SSC post event. The forms should be submitted to [safesport@speedskating.ca](mailto:safesport@speedskating.ca).





[English Injury Report Form](#)

[French Injury Report Form](#)

Any situation in relation to Safe Sport should be brought to the attention of the on-site SSC Representative. On-site SSC Representatives are listed on the event webpages.

## **True Sport**

SSC's commitment to True Sport reflects our dedication to fostering a culture of integrity, respect, and inclusivity within the speed skating community. We believe the True Sport Principles are essential to creating a positive experience for everyone involved in our national events.

By incorporating True Sport into our planning and execution of events, we aim to not only enhance healthy competition, but also promote ethical behavior and sportsmanship among athletes, coaches, officials, volunteers and spectators. With the help of the HOCs, we can create an environment where all participants feel valued and empowered to thrive, both on and off the ice.

### Initiatives:

Five (5) French and five (5) English posters will be mailed to HOCs in advance. Please place these posters in the following locations:

- Near athlete change rooms
- Near coaches' area
- Near volunteer lounge
- Near officials' lounge
- Near parent/spectator area

True Sport language has been incorporated into announcer scripts and in the PowerPoint template for coaches' meetings.

Specific to Youth Championships, True Sport Champion certificates will be mailed to HOCs. These awards shall be distributed on the final day of competition. A voting form and the language for award presentation will be provided to HOCs prior to the event.

We encourage HOCs to promote the #truesportmoments on social media during the event whenever they witness interactions that embody the spirit of True Sport.



## **FINAL REPORT**

HOCs are required to submit a final report to SSC's Manager, Events & Partnerships no later than 30 days after the competition. The final grant payment will be disbursed to the HOC when the final report is received by SSC.

The final report template can be found in the Event Host Resource Drive.