



**SPEED  
SKATING  
CANADA**

# **NATIONAL EVENT HOSTING MANUAL**

December 2023



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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 hosting committees with the organization of successful speed skating Championships and other competitions at the National level. 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 the organizational chart provided in the Resource Drive to coordinate efforts and identify each volunteer's area of responsibility. 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:

- **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.
- **Sport Development Representative:** Liaises with officials and coaches at the event to ensure successful implementation of mentorship, debriefing and other development opportunities. May also engage in evaluation of the competition's alignment with the Athlete Pathway through conversation with participants.
- **Marketing/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 Representatives will be assigned and communicated to event hosts in the Fall.

## **Roles and Responsibilities (SSC and HOC)**

A summary of how roles and responsibilities are divided between SSC and the HOCs can be found in the National Event Execution Plan within the National Event Host Resource Drive.

## **Risk Management**

The HOC must establish a risk management plan based on the venue that will be used for the competition. Further information regarding an Emergency Action Plan (EAP) can be found in Section D of 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.

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.

## **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 2023-24 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:

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

## 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](#). HOCs are asked to meet with SSC's Senior Coordinator, Special Projects, two weeks before registration opens to verify that the IceReg page is correctly set up. The registration page must be created and approved prior to this meeting.

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.

HOCs are responsible for pulling the verifying that all registrants have “issued” SSC memberships

### **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 bodies may be able to assist in the organization of this additional information. If you need assistance connecting with your local tourism body, 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**

A minimum of 4 hours of practice ice must be available for teams to book free of charge on the day prior to the event. For short track, please ensure that the number of participants does not exceed 30 on-ice.

Official practice ice, for both long track and short track, must have medical personnel on-site. All medical requirements for National events can be found in section D5 of SSC's Red Book.

### **Facility Requirements**

All facilities must be in accordance with the SSC Red Book.

### **Sanctions**

HOCs are responsible for applying for an SSC Sanction a minimum of 28 days prior to the event. Events that are requesting an ISU sanction will also require a SSC sanction. Steps on how to apply for an SSC Event Sanction can be found in the 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 to the results page following the conclusion of each racing day. Instructions on posting daily results can be found in the Event Host Resource Drive.

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

## OFFICIALS

### 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
Competitors' Steward(s)	
Recorder ( <i>if applicable</i> )	

### 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:

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

### **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.

### **Meals**

HOCs must provide lunch, snacks, and hot beverages for all Major and Minor Officials, while they are volunteering at the venue during competition. If there are no available food options on-site, the HOC must provide lunch for the SSC Representatives.

## **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 two 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.

### **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
- Medical and emergency management information
- Conduct and incident management
- Coach identification & access process
- Social events: hospitality rooms, banquet (*if applicable*)
- Draws (*long track only*)
- A tour of the facility is recommended if it is a new facility

## ON-SITE COMMUNICATION

It is recommended that HOCs have a method of on-site communication to provide important updates to participants. There are many methods of on-site communication, some of which include using the Sportity app or using a one-way communication WhatsApp group.

## 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 events may be asked to supply host prizes for specific distances.

Intact Insurance 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.

### 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. Gifts can reflect local traditions or customs, such as club-branded medals or items made within the community (e.g., clothing, confections). A portion of funding has been added to the hosting grant to support the purchase of prizing.

## Both Championship and Non-Championship Events

An official awarding of medals/prizes at the competition site or during the official skater banquet/reception is required. Ceremonies can take place immediately following each distance, on the ice or in the infield, or at the end of competition each day. Dignitaries should be invited to present medals/prizes and can include the Chief Referee, the SSC Representative, or any on-site sponsor representatives.

## MARKETING AND PROMOTION

### Event Logo

A logo for each National event will be created by SSC and shared in the 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 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 Section A4 of 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 photographer 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 Library.

SSC reserves the right to use event photos for all promotional and editorial purposes as it sees fit. As such, it is imperative that all participants in a National competition sign a photography waiver agreeing to such use as part of the event registration process. An event photography waiver can be found in the **Resource Library**.

Requests for Photographer:

- 10-20 photos per day of athletes, coaches, officials, and volunteers from varying angles

- 2-3 photos of Intact Insurance sponsor signage (medals, 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**

RegattaSport, 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 RegattaSport.

## **SPONSORSHIP**

HOCs are encouraged to seek sponsorship for National events to help offset some of the costs of staging the competition.

### **Sponsorship Development**

HOCs may create a sponsorship package to assist in sponsor solicitation for their competition. After consulting with various committee members, a list of possible sponsorship projects with related pricing can be developed. 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.

Approval on a potential sponsor for a National event can be secured by emailing Jill Lynch ([jlynch@speedskating.ca](mailto:jlynch@speedskating.ca)) with the sponsor name, industry category and proposed contribution.

### **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
- Glove companies
- Clothing/merchandise companies
  - RegattaSport is the official merchandiser of SSC. If you are interested in having merchandise at your event, please contact SSC to discuss the use of RegattaSport.

### **SSC Sponsor Deliverables**

SSC has several sponsorship agreements in place that require the cooperation of HOCs for National events in fulfilling deliverables such as the placement of banners and signage, the inclusion of sponsor logos on event material, or the availability of event tickets for sponsor representatives.

*To assist with fulfilment of sponsorship deliverables, SSC will provide a Championship Kit that will travel to each Championship location.*

### **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**

HOCs are responsible for securing medical personnel for all practice and competition days, including warm-ups. All medical requirements for National events can be found in section D5 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.

## **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.