



POLICIES, PROCEDURES AND REGULATIONS COMPETITIONS AND EVENTS BCSSA Policies and Procedures Manual #3 of 3

The BC Speed Skating Association (BCSSA) Policy, Procedures and Regulations Manual for Competitions and Events is the repository for the rules and regulations that determine and affect the ways in which Competitions and Events within the jurisdiction of the organization are staged and managed.

COMPETITIONS – refers to the policies, procedures and regulations for the hosting and organization of speed skating competitions within British Columbia and sanctioned by the BCSSA

EVENTS – refers to the policies, procedures and regulations for the organization and hosting of the BCSSA training camps, trials and other events leading to competitions sanctioned by the BCSSA

Definitions:

BCSSA Policies Policies are decisions of and for the organization that stipulate a course of action, limitations on individual or organizational actions, or frameworks for action that must be adhered to by the Board of Directors, Committees and all members of the British Columbia Speed Skating Association.

BCSSA Procedures Procedures describe how to conduct the business of the organization with reference to a specific policy or policies. Procedures provide a sequence or direction for steps to be taken in order to implement or activate a policy or policies.

BCSSA Regulations The Regulations provide technical and sport direction within the BCSSA for competitions, events, technical development and other areas of the sport. Regulations do not always reference a specific policy or policies. Regulations may

reference a policy belonging to Speed Skating Canada (SSC).

BCSSA Forms All Forms referenced in this Manual can be found in the Appendices or on the BCSSA website.

BCSSA POLICIES, PROCEDURES AND REGULATIONS COMPETITIONS AND EVENTS

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SECTION A – COMPETITIONS AND EVENTS POLICIES, PROCEDURES AND REGULATIONS PROCEDURES AND REGULATIONS

A-1 POLICY: The Authority Level of Competitions and Events Policies, Procedures and Regulations

1. Competitions and Events Policies, Procedures and Regulations of the BCSSA cannot contravene the BC Society Act, current provincial or national laws, or the BCSSA Constitution and Bylaws.
2. Competitions and Events Policies, Procedures and Regulations should align with the Organizational Management and Sport Technical Policies, Procedures and Regulations.
3. Clubs and individuals who take out memberships with the BCSSA are agreeing to abide by the Constitution and Bylaws, and all Policies, Procedures and Regulations of the BCSSA by virtue of their memberships.

A-2 POLICY: Approval and Distribution of Policies, Procedures and Regulations in the Competitions and Events Manual

1. The BCSSA Competitions and Events Policies, Procedures and Regulations will be approved by the Board.
2. The Board may approve a policy from time to time which will be presented for ratification at the next Annual General Meeting.
3. Policies and Procedures will be made available to Directors, Committee members and all members through the BCSSA website.

A-2 PROCEDURE: Approval and Distribution of Competitions and Events Policies, Procedures and Regulations

1. Policies, Procedures and Regulations will be reviewed annually by the Board, applicable Committees and staff. Each member of the Board, Committees and staff is responsible for keeping BCSSA policies, procedures and regulations current, based on the needs of the BCSSA and requirements of SSC, external competitive practices and other identified needs.
2. Recommendations for creation, revision or deletion of Competitions and Events Policies, Procedures and Regulations may be submitted to the President by any BCSSA Director, Committee member, Association Member or Staff Member.

3. Recommendations to change Policies should be submitted to the Board as a resolution at least 60 days prior to the Annual General Meeting and include: a. Current policy (if applicable) b. Rationale for development, revision or deletion of a Policy c. Proposed new or revised Policy d. Contact information (email and day phone) for the individual submitting the recommendation
4. Recommendations to change Procedures and Regulations can be made to the Board at any time.
5. Revisions, additions or deletions to the Competitions and Events Policies, Procedures and Regulations can be approved by a simple majority vote.
6. The Member Services and Administrative Coordinator is responsible for ensuring that the most current version of approved Competitions and Events Policies, Procedures and Regulations is posted on the BCSSA website and distributed to clubs, committees and Directors electronically as requested.

SECTION B – CLUB COLOURS

B-1 POLICY: Club Colours

1. The BCSSA Board will approve the colours to be used by clubs for their racing suits and team wear.
2. In the case of a club becoming dormant or extinct, colours assigned to that club shall not be re-assigned for a period of at least three (3) years in case such club is revived.

B-1 PROCEDURE: Club Colours

1. New member clubs will submit their proposed club colour schemes to the Board of the BCSSA for approval.
2. Clubs may request approval to change their club colour schemes by applying in writing to the Board of BCSSA for approval. a. The Board will consider the colours requested cognizant of the desire to avoid clubs having racing suits and team wear that closely match, unless the other club agrees to the proposal.
3. The current club colours are shown in Appendix 2.

SECTION C – COMPETITIVE CATEGORIES C-1 POLICY: Skater Categories and Age Classes

1. Skater categories will be in accordance with the SSC's Competitions and Events Regulations, Section B1-200

SECTION D – COMPETITIONS AND CLASSES D-1 POLICY: Age Classes

1. Skater age classes will be in accordance with the SSC Competitions and Events Regulations - Section B1-200

D-2.1 REGULATION: BC Long Track Championships

1. Mass Start distances as per SSC's Competitions and Events Regulations - Section B2- 200

2. These distances shall apply to the following Age Categories: a. FUNdamentals b. Learn to Train (L2T) c. Train to Train (T2T)

3. Olympic Style distances as per SSC's Competitions and Events Regulations - Section B2- 200 These distances shall apply to the following Age Categories: a. Junior B b. Junior A c. Neo-Senior 1 d. Neo-Senior 2 e. Senior f. Masters

4. Additional information may also be set out in the BCSSA Competitions and/or HPC Bulletins.

D-2.2 REGULATION: BC Short Track Championships

1. Distances as per SSC's Competitions and Events Regulations - Section B2- 200

2. Additional information may also be set out in the BCSSA Competitions and/or HPC Bulletins.

D-2.3 REGULATION: Other BC Sanctioned Competitions

1. Age Class Competitions:

a. SSC format to be followed.

2. All Points Competitions 111.12m Oval:

a. All distances shall be set according to the ability of skaters in each group, consistent with SSC's LTPAD model. b. Additional information may also be provided in the BCSSA

Competitions and/or HPC Bulletins.

3. Ability Competitions:

a. Distances shall be set according to the ability of skaters in each group, consistent with SSC's LTPAD model. b. Skaters will be ranked from fastest to slowest by submitted seed times, then divided into groups based on the maximum number of skaters allowed on the line. c. After each distance, the first place skater will move up a race and the last place skater will move down a race. d. Disqualified skaters will be considered last in their race and move down. If two skaters are disqualified, the points will be divided between the two skaters and both skaters will move down a race and two skaters from the lower race will move up. e. Points will be determined by the number of skaters entered in the competition. f. A modified format that is agreed upon by the Competition Coordinator and the Chief Referee may be implemented. g. Additional information may also be provided in the BCSSA Competitions and/or HPC Bulletins

4. BC Winter Games (BCWG) are conducted in accordance with BCWG Rules & Regulations and/or BCWG Speed Skating Technical Package.

SECTION E – SELECTION OF TEAM BC E-1 POLICY: Selection of Team BC

1. The representatives to various SSC regional, national and selection competitions shall consist of as many skaters as are identified. From this group, males and females will be named to Team BC, for each of those events, in accordance with the current HPC Bulletin(s).

E-2 POLICY: Athlete Ranking

1. General:

a. Ranking shall be determined as set out in the HPC Bulletin. b. Separate rankings shall be done for Short Track and Long Track.

2. Ranking - Long Track Olympic Style:

a. Where an Olympic Long Track competition occurs in conjunction with a Mass Start Long Track Competition, a skater may skate in both and be duly recognized in both. b. Ranking will follow criteria set out in the current HPC Bulletin. c. Junior Distances will be in accordance with SSC's Competitions and Events Regulations - Section B2-200 and may include the following: i. Females: 100m; 500m; 1000m; 1500m; 3000m; 5000m ii. Males: 100m; 500m; 1000m; 1500m; 3000m; 5000m 3. Ranking- Short Track: a. Ranking will follow the criteria set out in the current HPC Bulletin.

SECTION F – HIGH PERFORMANCE PROGRAM F-1 POLICY: Competition Suits

1. The BCSSA Competition Suits will be required to be worn by all athletes representing their province while outside British Columbia.
2. The BCSSA Competition Suits are provided exclusively to HP Program skaters at a subsidized cost.
3. Teams representing BC at designated age-class national championships have access to the BCSSA pool suits for those competitions.

F-1 REGULATION: Competition Suits

1. If the athlete does not wear his/her BCSSA Team Suit at the above-identified competitions, he/she could jeopardize his/her provincial funding.

F-2 POLICY: Championship Medals

1. Special medals shall be created for the BC Provincial Championships in both Short Track and Long Track. The medals will be supplied at cost by the BCSSA to the club hosting the competition.

F-2 PROCEDURE: Championship Medals

1. For Provincial Championships, there must be four medals available for aggregate placement in each age class; a Gold for 1st, a Silver for 2nd, a Bronze for 3rd and an Iron for 4th.
 - a. In case of a tie for first, two gold medals shall be awarded and no silver.
 - b. In case of a tie for second place, two silver medals shall be awarded and no bronze.
 - c. In case of a tie for third place, two bronze medals shall be awarded and no iron.

F-3 POLICY: Travel Assistance and Funding for Skaters and Coaches

1. Partial financial assistance towards athlete travel costs is provided by the BCSSA through funding support received from the provincial government and viaSport. The BCSSA targets this funding to identified skaters within the HP and HPD programs.
2. Additional financial assistance to these skaters may be provided by funds generated within BCSSA.
3. Such assistance shall enhance that given by parents, home clubs, or home communities.
4. These funds shall be paid out in accordance with and as published in the High Performance Bulletin.
5. Two (2) appointed coaches, who are in good standing with the BCSSA, shall be funded to the Canadian Age Class Long Track Championships.
6. Two (2) appointed coaches, who are in good standing with the BCSSA, shall be

funded to the Canadian Age Class Short Track Championships.

7. Funding may be awarded to all provincial Class Champions who attend the Canadian Age Class Long Track Competitions.

8. Funding may be awarded to all provincial Class Champions who attend the Canadian Age Class Long Track Mass Start Competitions.

9. Funding may be awarded based on full participation in the entire Provincial Training Camps and Trials.

10. Funding may be awarded for the Canadian Junior Olympic Style Championship Competition.

11. Funding may be awarded for the Canadian Junior Short Track Championship Competition.

12. Funding may be awarded for participation in National Training Camps.

13. Funding may be awarded for participation in the Canadian Short Track selection events.

14. Funding may be awarded for participation in the Canada Cup Long Track selection events.

15. Funding may be awarded for participation in the Canadian Single Distance Long Track Championship event.

16. Funding may be awarded for participation in the Canadian Open Short Track Championships event.

17. Funding may be awarded for participation in the Canada West Short Track Championships event.

F-3 PROCEDURE: Travel Assistance and Funding for Skaters and Coaches

1. Allotment of these funds shall be the responsibility of the High Performance Committee in consultation with the BCSSA Technical Director.

2. Skaters funded by the BCSSA must arrive at all competitions at least 24 hours in advance of the competition start time.

3. Travel, per diem and hotel costs for funded coaches will be as per the BCSSA Travel and Expenses Policy and Procedures (H-4) found in the Organizational Management Policy and Procedures Manual.

4. For possible funding to the Canadian Age Class Short Track Competitions:
 - a. A single skater must skate within 108% of the Canadian record and other Class Champions must skate within 110% of the Canadian record in his/her respective age class in two or more distances over the current skating season.
 - b. The number of skaters to be funded shall be determined by the High Performance Committee according to monies that are available, but in any case will be limited to those skaters 15 years of age and older.
 - c. Reservations for Provincial Class Champions or skaters funded to the above will be the responsibility of the skater's club.
 - d. Funding will be limited to excursion airfare available 14 days before travel.

5. For possible funding to the Canadian Age Class Long Track Mass Start Competitions:
 - a. A single skater must skate within 108% of the Canadian record and other Class Champions must skate within 110% of the Canadian record in his/her respective age class in two or more distances over the current skating season. To meet the funding criteria, the Long Track Age Class Champion may use his/her two best Age Class – Mass Start times skated in that year. Percentages would be determined from either outdoor or covered oval times and the percentages must be calculated against the appropriate Canadian Age Class Records.
 - b. The number of skaters to be funded shall be determined by the High Performance Committee according to monies available but in any case be limited to those eligible skaters in the T2T stage of development.
 - c. Reservations for the Provincial Class Champions or skaters funded to the above will be the responsibility of the skater's club.
 - d. Funding will be based on excursion airfare available fourteen (14) days before travel.

6. For possible funding to the Provincial Training Camp and Trials:
 - a. Consideration will be given only if the skater participates in the entire camp/trials and is based on distance from the skater's club.

7. Funding for Canadian Junior Olympic Style Long Track Competition is subject to the availability of funds and the criteria as identified by the High Performance Committee (HPC) and as published in the HP Bulletin.

8. Funding for participation at National Training Camps will be based on BC ranking, Short Track or Long Track, as appropriate. The number of skaters to be funded will be subject to available funding, full attendance at BC Training Camps and reasonable evidence of training.
9. Funding for participation at Canadian Short Track selection events will be based on BC Short Track ranking. The number of skaters to be funded will be subject to available funding and his/her potential for qualifying for the Canadian Open Short Track Championship.
10. Funding for participation at Canadian Junior Short Track Championship will be subject to the availability of funds and the criteria as identified by the High Performance Committee in the HP Bulletin.

F-4 POLICY: Provincial Camps

1. Provincial Camps are designated as being for developmental purposes.
2. Training Conductors shall be designated by the host club in consultation with the HPC, the BCSSA Coaching Committee and the BCSSA Technical Director

F-5 REGULATION: BC Records

1. The Criteria for BC Records must be emailed or sent by regular mail to the Records Chairperson within thirty (30) days following the Competition in which they are established. a. The information must include the Skater's name, age class, record established, distance, time, club and date of competition.

2. Categories of BC Records:

a. Records established for skaters at any Age Class Competition Short Track – 111 Oval and Long Track - Mass Start, sanctioned by BCSSA, SSC, and/or ISU held since 1967, for all age groups from Pee Wee to Master, male and female. b. Records established for skaters at any Ability Meet or All Points Short Track Competition sanctioned by the BCSSA and/or SSC held since 1995 for all age groups from FUNdamentals to Master, male and female. c. Records as established for skaters at any Open Short Track Competition sanctioned by the BCSSA, SSC, and/or ISU for all age groups from FUNdamental to Master, male and female. d. Olympic Records – as per SSC rule

3. Application for BC Records:

a. Records established can be applied for by the coach, parent, athlete, High Performance Committee and/or Coaching Committee members. Records established outside BC must include a protocol. b. Long Track records established will be accepted from the long track database at year end and must be verified by the protocols. c. Short Track records (Ability or Age Class) established will be accepted from the short track database and must be verified by the protocols.

F-6 REGULATION: Chaperones

1. The BCSSA recognizes the importance of having chaperones travelling with provincially funded athletes (minors).
2. It is acknowledged that sending development potential coaches and officials as a chaperone to events can be beneficial. In selecting chaperones a development coach will be the first considered for appointment. If there is not a development coach that meets the requirements available, then a development official will be considered. If

neither a development coach nor official that meets the requirement is available, then other members of the Association who meet the requirements will be considered.

3. Selection - Chaperones will be selected from the following criteria:

a. fulfilling the requirements of their discipline, i.e.: coach, official b. gender appropriateness (athletes); c. rapport with athletes; d. gender balance (coaches/chaperones),

4. It is acknowledged that both the BCSSA and the chaperone have responsibilities to ensure the competitive / training experience is a positive one.

5. The BCSSA and the Chaperone will sign the Association and Chaperone Agreement to ensure all responsibilities are met. a. The Association and Chaperone Agreement must be signed by the Chaperone and the Association representative and returned to the BCSSA office before travel arrangements are finalized. b. The Executive Director is responsible to ensure the Agreement is in place before travel arrangements are finalized. c. The Association and Chaperone Agreement is available from the BCSSA Member Services and Administrative Coordinator.

SECTION G – COMPETITION SANCTIONING G-1 POLICY: Sanctioned Competitions

1. A Sanctioned Competition shall be any Competition held within the Province of BC, which has met the requirements for sanction and has been issued a Certificate of Sanction.

2. There are two types of available sanctions: Regional and Provincial.

G-2 POLICY: Competitions Requiring Sanctions

1. All formal racing, with skaters from more than one BCSSA club participating, requires a minimum of BCSSA Regional Sanction.

2. All provincial meets (championships and provincial ranking meets) require a BCSSA Provincial Sanction.

3. All national meets hosted in BC (championships and ranking meets) require an (SSC) Sanction.

G-3 POLICY: Requirements for Sanction

1. The planned Competition shall be held in accordance with SSC and BCSSA rules.

2. For Records to be recognized, the Competition must be held on a Certified Track as per rules of the SSC's P & R's. Certification shall be made prior to the Competition and written proof of Certification by a qualified Engineer or Surveyor shall be submitted to the Referee prior to the start of the Competition.

3. The Competition shall use electronic watches and/or electronic timekeeping.

4. At Provincial Championships and Ranking Competitions the Meet Coordinator shall ensure that the minimum Level 2 qualified Officials in the following areas are available:

a. Chief Referee b. Chief Starter c. Meet Coordinator d. Chief Timer e. Chief Place Judge f. Lap Counter g. Chief Recorder h. Chief Clerk of the Course

5. At competitions carrying a Regional Sanction, the Meet Coordinator shall ensure that the Chief Referee or Starter is certified Level 1 (at minimum) and that one other official is a certified official. It is recommended that the Chief Timer be the second certified official.

6. The Competition shall have at least 2 dedicated medical personnel who have successfully completed a Standard First Aid 2-Day Course available on site and they must be clearly identified.

7. The Competition shall have in place an adequate number of proper safety mats, as per SSC's P & R's.

8. Meets with a Provincial Sanction must use the horn start.

G-4 REGULATION: Submitting Application for Sanction

1. Sanction applications must be applied for through the BCSSA office by way of the electronic application form available through the Meet Coordinators Resources on the BCSSA website. Only electronic submissions will be accepted and they must be received not less than twenty-one (21) days prior to the planned competition.

2. The Application shall contain:

a. the completed sanction request form; b. the Competition entry form; c. the sanction fee as determined by the Board;

G-5 REGULATION: Notification of Sanction

1. Each member club shall be notified that a sanctioned Competition is planned.

2. Notices to the clubs that a sanctioned Competition is planned must be issued at least fourteen (14) days prior to the beginning of the Competition.

3. In the case of the Provincial Short Track and Long Track Championships, each member club shall be notified at least twenty-one (21) days prior to the beginning of the Competition.

G-6 REGULATION: Withdrawal of Sanction

1. The Chief Referee may withdraw a sanction should the requirements outlined in *G-3 POLICY – Requirements for Sanction* not be met on the day of the Competition.
2. The Chief Referee must notify the Competition Coordinator prior to the commencement of the competition (or during the competition, should a situation arise) that the sanction may be withdrawn.
3. The Chief Referee must submit, in writing, to the President of the BCSSA c/o the BCSSA office within seven (7) days of the completion of the Competition, the reasons why a sanction was withdrawn.

SECTION H – COMPETITION RULES H-1 POLICY: Rules Jurisdiction

1. Competition rules shall be the rules of SSC plus any such rules as from time to time may be added by the BCSSA.

H-2 POLICY: Appeals and Protests

1. Competition Appeals and Protests rules are as set out in Speed Skating Canada Rules.

H-3 POLICY: Competition Protocols

1. Competition Protocols shall be posted in the results section of the BCSSA website immediately following the conclusion of each day of the competition.
2. Competition Protocols may be sent directly, immediately following the conclusion of each day of the competition, to: a. Chair of the High Performance Committee. b. The Records Committee Chair. c. The BCSSA Technical Director.

H-4 POLICY: Entry Form Closing Dates

1. Closing dates for the Competition entry forms shall be no earlier than eight (8) days prior to the Competition.

H-5 REGULATIONS: Sanction Viewing

1. The written sanction shall be available for viewing at the site of the Competition.

H-6 REGULATIONS: Late Entry

1. A host club may accept late entry and a penalty equal to the registration fee may be levied.

SECTION I – HOSTING GUIDELINES

I-1 POLICY: Hosting

1. The BCSSA, in partnership with its member clubs, hosts a variety of events which support and promote the development of Speed Skating within the Province.

2. All member clubs are welcomed and encouraged to submit bids for: a. Local competitions b. Provincial Competitions (Championships / Ranking) c. Provincial Camps d. National Competitions e. International Competitions f. Provincial Annual General Meetings g. National Annual General Meetings

I-1 PROCEDURE: Hosting

1. Local Competitions

a. The competition schedule is coordinated by the Competition Committee. b. A draft competition schedule will be distributed to all clubs on the BCSSA website. c. No additions or changes can be made except by prior agreement with the Competition Committee.

2. Provincial Camps

a. Bids for Summer and Winter Provincial Camps must be submitted prior to the AGM one full

season in advance of the camps. Provincial Camps will be awarded two BCSSA Annual General Meetings prior to the camp occurring where possible. i. The BCSSA may offer a Hosting Grant for enhanced coaching at such camps (subject to funding availability).

ii. If applying for such a grant, the host club must liaise with the Chairs of the High Performance Committee, Coaching Development Committee and the BCSSA Technical Director. iii. The host club is responsible for the transportation, accommodation and meals for guest coaches.

3. Performance Camps a. The BCSSA may enhance the camp(s) by providing the opportunity for a High Performance Coach to be invited. i. The Club is responsible to contact the BCSSA to confirm the attendance of a high performance coach. ii. The BCSSA will make the initial contact to solicit the guest coach. If a contract with the BCSSA is necessary, then the BCSSA will negotiate the contract at its cost, which will not bind the Club. Once approval from the Association is achieved, the club is then

responsible for all other contacts. iii. The BCSSA is responsible, and may contract (see (3)(a)(ii) above) for travel, accommodations and meal costs for the high performance guest coach. iv. The Host Club is responsible for arranging accommodation for any other coaches.

I-2 REGULATION: Hosting Grants

1. Hosts of the following events may apply to the BCSSA for grants which may be awarded subject to funding availability. a. B.C. Long and Short Track Championships b. Provincial Annual General Meeting c. National Competitions - \$2,000.00

I-3 POLICY: Provincial Competitions (Championships/Ranking)

1. The BCSSA is the body which holds the Provincial Competitions. The organization of the Provincial Competitions is delegated by the BCSSA Board to a member club in consultation with the BCSSA Technical Director.

I-3 PROCEDURE: Provincial Competitions (Championships/Ranking)

1. The High Performance Committee will schedule all Provincial Competitions, in consultation with the Competition Committee and the BCSSA Technical Director.
2. The clubs will submit their bids to host the competitions one full season in advance.

I-4 POLICY: National Competitions

1. Speed Skating Canada is the body which sanctions National Competitions. The organization of the National Competitions may be delegated by SSC to the BCSSA. The BCSSA may delegate the competition to a member club or group of member clubs.

I-4 PROCEDURE: National Competitions

1. A club wishing to host a National Competition will submit its bid(s) one full season in advance.
2. Additionally, those clubs wishing to host a National Competition must follow the guidelines set out in the SSC Competition Manual.

I-5 REGULATION: International Competitions

1. Clubs interested in initiating the hosting of an International Competition should contact the BCSSA office at least two (2) years before the proposed event as federal and provincial government hosting funding policies may be able to be accessed by SSC or the BCSSA. 2. Clubs interested in hosting International Competitions that have

already been secured or planned in Canada should submit their bids in accordance with the request distributed by SSC or the BCSSA.

SECTION J – MEDICAL COVERAGE AND PROTOCOLS J-1 POLICY: Medical Coverage at Sanctioned and Non-Sanctioned Competitions and Events

1. Mission Statement: Protecting the safety of speed skaters is the primary concern of all members of the BCSSA.
2. The medical services that should be provided by BC clubs are as follows: a. For all non-sanctioned BCSSA speed skating events it is strongly recommended that the meet organizers ensure the medical services arrangements meet or exceed the medical services contained in the document entitled “British Columbia Speed Skating Association (BCSSA) Medical Requirements/Protocol for speed skating Events in BC”. b. For all sanctioned BCSSA speed skating events in British Columbia the medical services that **MUST** be provided are contained in the document entitled “British Columbia Speed Skating Association (BCSSA) Medical Requirements/Protocol for speed skating Events in BC” on the BCSSA website.
3. Medical Management: If the BC speed skating event is sanctioned by SSC and the speed skating event is on the National Competition calendar, then the medical requirements: “SSC Competition Hosting Manual, A guide for hosting speed skating competitions, Section 8/10: Medical Requirements” will supersede the BCSSA medical requirements. This document can be used as an adjunct to the SSC guidelines.

J-1 REGULATION: Medical Personnel

Medical Personnel: The term “medical personnel” within these Policies and Procedures shall refer to a level 3 occupational first aid attendant or personnel with equivalent training only. Only personnel with a level 3 occupational first aid attendant training or equivalent first aid training shall be called “medical personnel” within this document.

Personnel: 1. All Medical personnel at meets must have Occupational First Aid training. All medical personnel must be oriented to the sport of speed skating so the medical personnel understand what types of injuries can occur during the warm-up/practice/competitions.

2. The medical personnel must be oriented to the facility where the speed skating will occur.

3. The level of occupational first aid attendant needed at the meet/competition/practice will be a minimum of level III (3). The occupational first aid level III attendant will be called "medical personnel" for this document.
4. The medical personnel must always be present at rink side during all scheduled practices, warm-ups and competitions. The practice, warm-up and/or competition cannot start until medical personnel have arrived. The medical personnel should be at the facility at least 15 minutes before the event.
5. The medical personnel will decide on the equipment required to properly treat/manage the injured athlete at the warm-up/practice/competition.
6. There must be enough medical personnel to look after the injured skater off- ice and still have someone at ice level at all times. A minimum of at least two (2) medical personnel is recommended at the competition and at practices and warm-ups.
7. Medical personnel must be designated and dedicated to the medical needs of the skaters. The medical personnel cannot also be a track steward, referee, clerk, starter, coach, recorder, competitive skater or any other position within the meet other than the medical personnel.
8. The medical personnel must respond quickly to the needs of the skater(s) on the ice. The medical personnel may: a. stabilize and move the injured skater(s) to the treatment room for further treatment or assessment b. call 911 (or request 911 be called by the designated 911 caller) for an ambulance c. determine that the skater may get up off the ice without assistance
9. All medical personnel will wait for the Chief Referee or other designate as decided by the Chief Referee before entering the skating surface.
10. All medical personnel must be aware of the Medevac Plan, understand the plan and be oriented to the arena and to the dangers of speed skating.
11. Only medical personnel with emergency skills are allowed in the designated medical areas at rink side.
12. Before the start of the competition, members of the medical team and the meet coordinator must ensure that all equipment is functional and that all the team members understand its use and are entitled to respond to all emergency procedures for this

equipment.

13. All members of the medical team should be easily identifiable by specific clothing or safety vest (bright green or orange work well) or some other type of identifying garb.

14. All on-ice personnel should have nitrile gloves on his/her person.

15. There should be a cut kit (see medical equipment under Cut Kit, pg. 6) at each end of each ice surface, on the playing surface, accessible to on-ice officials and the medical personnel in order to rapidly address major bleeding.

Facilities Medical/Treatment Room This room must be easily identified to all. The signage should be easily readable and visible. There must be an unobstructed access to the ice surface and the room should be no more than 100 meters from the ice surface.

The treatment room:

a. Must be open at all times during the competition, warm-up or practice. If for some reason the medical/treatment room is locked, the medical personnel must have the key. b. Must be large enough to deal with multiple injuries concurrently. c. Have washing facilities if possible (i.e. sink, toilet).

A cooler with ice bags (ice bags can be snow in zip lock bags) should be readily available at rink-side.

Spectator Medical Care Spectator medical care is not mandatory. The primary concern of the medical personnel is for the competitors, officials, coaches and support staff directly related to the speed skating event. However, the medical personnel may help spectators if, in doing so, they do not put the competitors, officials, coaches and support staff at risk during the event. Information During the coaches', information and officials' meeting, the meet coordinator must discuss where the treatment rooms are located, who the medical personnel will be and where they will be located at ice surface. The meet coordinator will make sure the medical personnel are easily identified. The meet coordinator will review the Medevac Protocol at the coaches', information and officials' meeting.

Medical Equipment 1. The medical personnel will determine the equipment needed as per the level of speed skating competition that will be occurring. The medical personnel should be advised of what types of injuries can occur in the sport of speed skating. Please see "*Questions for the Medical Personnel when Booking*" in Appendix 1.

2. Cut Kits: Two cut kits should be available; one at either end on the ice surface within

the corner located next to the track stewards. The cut kit should consist of: a. 4 sets of Sterile gloves (2 of size 7, two of size 8 in each kit) b. 4 sets of non-sterile gloves (nitrile preferably in each kit) c. 5 Abdominal sterile compression pads (minimum 5 in each kit) d. 10 Sterile 4x4 gauze (minimum 10 individual sterile packets in each kit) e. 2 disposable Tourniquet's (in each kit)

Medevac Protocol 1. The medical team must be ready to intervene at any time.

2. Upon the injury occurring, the chief referee, at his/her discretion, will stop the race and signal the medical personnel onto the ice.

3. The track steward(s)/referees may help the medical personnel get to the injured skater.

4. The medical personnel will decide if 911 will be called and the medical personnel will become the trauma leader. The medical personnel may decide to have a dedicated 911 caller. This 911 caller can be anyone who is an official with a working cell phone. The cell phone must be tested in the arena prior to the event. The 911 caller must know the physical address of the competition/practice/event location.

5. An official will be designated to open the doors at ice-level and direct the ambulance to the injured skater. If necessary, the track stewards will move the mats for the ambulance to have access to the ice playing surface.

6. The meet coordinator/clerk of the course will direct the skaters off ice and marshal the skaters away from ice-level and back to their designated change rooms. This process will take place at the discretion of the chief referee and/or trauma leader.

APPENDIX 1 – MEDICAL PROTOCOL CHECKLISTS AND MEETING INFORMATION

Appendix 1-A – Meet Coordinator Check List

CHECKLIST YES NO

Are the medical personnel easily identified with distinctive clothing? Are the medical personnel qualified? Do they have their level 3 occupational first aid? Is the medical personnel certification up to date?

Have the medical personnel been oriented about speed skating?

Do the medical personnel know the level of the speed skating meet?

Are the medical personnel over the age of 16?

Has the medical equipment been brought on site by the medical personnel?

Are there enough medical personnel to meet the requirements?

Does the medical room meet the requirements?

Is the medical room clearly marked?

Have the corner cut kits been made up?

Is the Medevac Plan for the skaters in place? Has the coaches'/information meeting about the Medevac Protocol been held? Has there been an officials' meeting for the Medevac Plan?

Do the officials understand their assigned Medevac Tasks? Has there been a discussion with the chief referee about the mat positioning? Is a phone available to make 911 calls? Does the phone work in the arena?

Do you have the injury report documents? Do you have the Insurance Company's accident claim report? (available from the BCSSA Office) Is the insurance report done?

Is the ambulance access for skater transport ready? Do the doors work? After the meet, was the injury plan discussed with the chief referee and chief officials?

Appendix 1-B – Medical Personnel Information

Name of Company:

Contact Person:

Level of Training:

Current Certification: Yes No

Phone Number:

Cell Number:

E-mail:

Address of Venue:

Location Description of Venue:

Appendix 1-C – Questions and Directions for the Medical Personnel when Booking

Meet Coordinator Questions / Instructions for Medical Personnel 1. Medical Personnel: There must be at least two medical personnel at the event. They must be at the event/warm-up or practice at least 15 minutes before the event.

2. Injuries: Upon booking the medical personnel, explain type and severity of the possible injuries. Let

the companies know what the minimum they should be prepared for: a. Fractures – C1, C2, femur, humerus, ankle, wrist, clavicle b. Dislocations-shoulder, hip, wrist, elbow c. Injuries of the neck-whip lash d. Concussions (all levels) e. Lung puncture f. Small cuts- 2cm g. Large cuts- +22 cm or larger h. Major bleeding

i. Arterial cuts- carotid, jugular, posterior tibial artery ii. Visceral puncture- liver, spleen, abdominal, diaphragm rupture

3. Please explain to the medical personnel that they have to watch the races at all times. The medical personnel may use the washrooms or eat, but only when all the officials are taking their breaks. Hospitality volunteers will bring food and drink to the medical personnel at the rink-side. Please make sure hospitality is aware of this.

4. Equipment: Make sure the medical personnel have the equipment necessary to deal with the type

of injuries found in competition. Please make sure the medical personnel bring their equipment to the event. If the medical personnel or company do not have the equipment to deal with the types of injuries (as outlined above) that can occur, please book another company. It is too late to double check on the day of the competition.

5. Access: Make sure the plan for access to the injured skater is done.

a. Identify the arena access door for the ambulance. b. Identify ice rink door(s) for medical personnel and/or ambulance access to the injured skater.

Mark them on your arena map for the Medevac Protocol.

6. Cut Kits: Make sure the cut kits are made up by the organizing committee.

Appendix 1-D – Medical Plan Day of Competition

1. Positioning the mats: The chief referee will make sure the mats are positioned so that they can be easily moved for ambulance access. The meet coordinator can assist the chief referee or designate with positioning the mats. The referee will use the SSC recommendations for mat placement.

2. Medevac Protocol: Meet prior to coaches', information and officials' meeting with your on-site

emergency response team. The response team consists of: a. Referee(s) b. Track Stewards c. Medical personnel

i. The medical personnel will decide if 911 is to be called and the medical personnel will become the trauma leader. The medical personnel may decide to have a dedicated 911 caller. This 911 caller can be anyone who is an official with a working cell phone. The cell phone must be tested in the arena prior to the event. The dedicated 911 caller must have the physical address and location description of the venue. d. A person that will assist opening doors to access ice and directing ambulance to ice. e. Clerk of the Course f. Meet coordinator

3. Physically walk with the emergency response team to all the locations and make sure everyone

knows what to do. Test opening doors and go outside to where the ambulance will enter. Answer questions, take suggestions, and make changes if necessary. Here the team needs to be clear and agree on what to do. You need the support of the chief referee make sure he/she understands the importance of the Medevac Plan. Make sure the cut kits are on the playing surface before the start of practice and competition.

4. At the Coaches', Information and Officials' meeting, "FIRST THING AFTER GOOD MORNING AND

WELCOMING EVERYONE" inform everyone of the Emergency Response Protocol. Please go through the Medevac Protocol at this time.

APPENDIX 2 – Club Colours and History

CLUB COLOURS AND HISTORY

Burnaby Haida

Black with Red trim Formed in 1968 at Thunderbird Arena UBC by Joan Todd, moved to Burnaby in 1975

Chetwynd Auroras Turquoise Black and White

Formed in 1986 by Karen MacLaren

Dawson Creek Black with Gold Yellow trim

Formed in 1955 by Pat Underhill

Esquimalt Black, Royal Blue and White

Formed in 1966 by Jim Shields

Fort St. James Falcons Royal Blue and White

Formed in 1984 by Jim Almgren

Fort St. John Elks Navy, Red and White

Formed in 1964 by Joe and Millie Bodnar

Kamloops Long Blades

Black and White Formed in 1992 by Sandi Vyse-Lloyd, Phyllis Vyse, Bill Zirnhelt and Sharon Wall

Kamloops River City Racers

Teal Blue, Silver and Black. Formed in 2005 as the River City Racers by Cathy

Turnbull- Spence and Owen Spence. Name changed in 2006.

Kelowna Black, Red and Yellow

Formed in 1998 by Lolly Kaiser and Tim Cooney

Kimberley Grey with red striping and Blue trim

Formed in 1980 by Peter and Doreen Rosberg

Langley Blades Black and Maroon

Originally Aldergrove Blades. Formed in 1988 by Linda Lee

Mackenzie Thunderbirds Blue with Yellow/multicoloured trim.

Formed in 1996 by Ross Knudson

Matsqui Blades Navy Blue, White and Red

Formed in 1975 by Clara Overend as the Abbotsford Blades

Mission Racers Green, White and Silver

Formed in 1972 by Clara Overend

Nechako Lake Clippers Club colours not decided

Formed in 2004 by Nicole Ebert and John & Sheila Thobo-Carlsen

Nelson Club colours not decided

Formed in 1998 by Louise Poole

Pacific Blades Club colours not decided

Formed in 2004 by Diaya Maseja

Peninsula Club colours not decided

Formed in 2004 by Brenda Freer (Hennigar)
 Port Coquitlam Lightning
 Cobalt Blue and Black Formed in 1988 by Linda Lee
 Prince George Blizzard
 Dark Blue with Kelly Green trim Formed in 1974 by Bill Dyer. Revived in 1977 by the
 Marshalls, Rosbergs and Thobo-Carlsons
 Richmond Rockets Dark Red and Grey
 Formed in 2005 by Sue Spencer and Michelle Tepin
 Ridge Meadows Racers
 Black, Royal Blue and Jade Green Formed in 1979 by George Donatelli
 Robson Valley Black and Teal Green
 Formed in 1993 by Diana Coder
 Salmon Arm Ice Breakers
 Club colours yet decided Formed in 2004 by Marcia Beckner, Mike Hall and Sheila &
 John Thobo-Carlsen
 Sardis Fliers Red with White trim
 Formed in 1977 by Clara Overend and Bev Burleigh
 Terrace Stealth Club colours not decided
 Formed in 2009 by the Prince George Club
 Vancouver Velocity
 Royal Blue with Gold trim Formed in 1980 by Trudy Brabander as Kitsilano. Name
 changed in 2005.
 Vernon Black with Bright Green trim
 Formed in 1979 and revived in 1983 by Peter Blokker
 Williams Lake Club colours not decided
 Formed in 2011 by Yvonne Hauk

FORMER CLUB COLOURS AND HISTORY

Campbell River Formed in 1995 following the BCWG by Peggy Olafson (BCSSA)
 and Linda Baechler. Dissolved in 1998.
 Elkford Formed in 1988 by Danielle Conroy (BCWG). Dissolved in 1990.
 Fraser Mountain Formed in 1980 by Jim Erlacher and the Prince George Club.
 Dissolved in 2000.
 Hope Striders Formed in 1987 by John Munroe. Dissolved in 1995
 Hudson Hope Formed in the late 60's by the Reidars. Dissolved in the late
 70's
 Kitimat First formed in 1980 by Sheila Thobo-Carlsen, revived in 1986
 by Tom Balfour and Rhianon Watson. Dissolved in 1998
 Oliver- Osoyoos Formed in 1983 by John & Sheila Thobo-Carlsen and Jean Fry.
 Dissolved shortly thereafter.
 Powell River Formed in 2007 by Darcy Giselle and Tanja Hanson
 Dissolved in 2008
 Surrey Formed in 1976 by Clara Overend. Revived in 2003 by Rolf

Beirmeister and the BCSSA CMDC. Dissolved in 2007

Whistler Formed in 1993 and dissolved in 1995

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EVENTS May, 2013