



***Special
Olympics***
British Columbia

**SPECIAL OLYMPICS BC
EVENT PLANNING GUIDE
SPEED SKATING
SUPPLEMENT**

Updated August 2012

SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE
SPEED SKATING
JOB DESCRIPTIONS – OFFICIALS

The following officials are required to host a quality speed skating event. All officials should be aware well in advance of the event, what their job involves, the time commitment (specific times the volunteer is required to be available), who they will be working with, and any supplies they may require.

Primary Officials

Meet Coordinator

Qualifications

- Must have successfully completed the BC Speed Skating Association's Level One Officials Course
- Experience in hosting Speed Skating competitions – Generic or Special Olympic

Responsibilities

- Ultimately responsible for all aspects of the competition
- Responsible for ensuring that the meet is run in accordance with Special Olympics rules and regulations as well as the rules and regulations of the Canadian Speed Skating Associations
- Responsible for putting together the competition information package.
- Responsible for hosting and chairing regular meetings of the competitions' Organizing Committee. (These meetings may take the form of teleconference or in-person depending in the needs of the committee).
- Assist in the appointment of individuals to the protest committee.
- Receiving and verifying entries, setting up program of events
- Overseeing Chief Recorder and ensuring that all paper functions before, during and after a meet are properly carried out, including distribution of results.
- Attend Coach Meeting and note all athlete scratches.

Recorder

Qualifications

- Must have successfully completed the BC Speed Skating Association's Level One Officials Course
- Experience in hosting Speed Skating competitions – Generic or Special Olympic

Responsibilities

- Shall assist Meet Coordinator in receiving entries and setting up the program of events.
- Shall compile the official record of the results for each race, (e.g. time, distance, disqualification and points), and determine and record the final standings of each skater.
- The posting of results in the designated area.

Referee

Qualifications

- Must have successfully completed the BC Speed Skating Association's Level One Officials Course
- Experience in hosting Speed Skating competitions – Generic or Special Olympic

Responsibilities

- For the running of the meet during competition
- The disqualification of skaters for any violation of the Special Olympics Canada or Canadian Speed Skating Associations' Rules and Regulations.
- Host the coaches meeting prior to the start of the meet.

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Starter

Qualifications

- Must have successfully completed the BC Speed Skating Association's Level One Officials Course
- Experience in hosting Speed Skating competitions – Generic or Special Olympic

Responsibilities

- For the calling of the skaters to the start line.
- Assuming control until a fair start is achieved.
- Remind competitor of the distance before going to the start line.
- Making sure skaters are in proper start position before starting the race.

Clerk of Course

Qualifications

- Must have successfully completed the BC Speed Skating Association's Level One Officials Course
- Experience in hosting Speed Skating competitions – Generic or Special Olympic

Responsibilities

- Marshalling a minimum of two (2) races in advance – calling the names of skaters.
- The checking of each skater's name and bib number prior to the start of the race.
- Ensuring that each skater is wearing the appropriate protective gear.
- The drawing of pegs for start position.
- Ultimately responsible for letting skaters on the ice for a race.

Chief Timer

Qualifications

- Must have successfully completed the BC Speed Skating Association's Level One Officials Course
- Experience in hosting Speed Skating competitions – Generic or Special Olympic

Responsibilities

- Responsible for appointing necessary race day timing volunteers, (it is recommended that the Head Timer have approximately 12 volunteers to assist on race day)
- Responsible for training the Timers.
- Directs and coordinates all timing officials on race day
- Responsible for securing all necessary race day equipment:
 - Watches
 - Batteries
 - display clock if available
 - electronic timing equipment if applicable
 - communications equipment required to facilitate timing
 - All necessary forms from the Meet Coordinator
 - The timing crew may require pencils, clipboards, felt pens for scoresheet, and any other supplies necessary for timing an event.
- Responsible for organizing the official start of all watches at the designated time.

Chief Place Judge

Qualifications

- Must have successfully completed the BC Speed Skating Association's Level One Officials Course
- Experience in hosting Speed Skating competitions – Generic or Special Olympic

Responsibilities

- Responsible for recording the order of finish as skaters cross the finish line.
 - In the case of a close finish the Chief Place Judge will make the call as to the official placing
- Assign Place Judge Assistants to 1st, 2nd, 3rd, 4th, 5th... nth place skaters as the finish line.

Secondary Officials Race Day - Assistant

Referee – Assistants

Track Stewards (2)

- Responsible for ensuring that the course markers are in place throughout the competition.
- Watering the course when directed by Referee
- Other duties as assigned by the Referee

Recorder – Assistants

Runners (2)

- Responsible for running Timing and Place order sheets to the recorder

Chief Timer - Assistants

Timers (12)

- Responsible for taking the time of each skater as they cross the finish line.
 - Timers work in-groups of three. The official time of the skater will be the average of the three times and will be decided upon by the Chief Timer at the finish line.
 - The Chief Timer will assign teams of three timers to each skater prior to the start of the race.

Lap Recorders (2)

- Responsible for keeping track of the laps for each skater.

Chief Place Judge – Assistants

Place Judges (5)

- Assist the Head Place Judge in recording the proper order of finish as skaters cross the finish line.

Starter - Assistants

Assistant Starter (1)

- Responsible along with the Starter of ensuring a fair and safe start.
- Responsible for identifying any false starts
- Responsible for stopping the race should a skater fall before the fall line.

Clerk of Course – Assistants

Guard Runners (2)

- Responsible for taking skate guards from ice entrance to exit area.

Announcer (1)

- Responsible for calling events in advance
- Responsible for announcing the results of each event

MEDICAL REQUIREMENTS

The following are the minimum requirements for medical coverage at a Speed Skating competition.

- Two (2) First Aid Attendants at Start and Finish, (minimum certification - Level III OFA - Occupation First Aid).

AWARDS

All competitors are to be awarded participation ribbons with the athlete obtaining the fastest, second fastest and third fastest times in each gender, event and division receiving 1st, 2nd and 3rd place awards accordingly.

For Example: The fastest, second fastest and third fastest athlete in the following divisions would receive 1st, 2nd and 3rd place awards accordingly.

Event - 111m
Gender - Female
Division - F1

Event - 111m
Gender - Female
Division - F2

Event - 111m
Gender - Female
Division - F3

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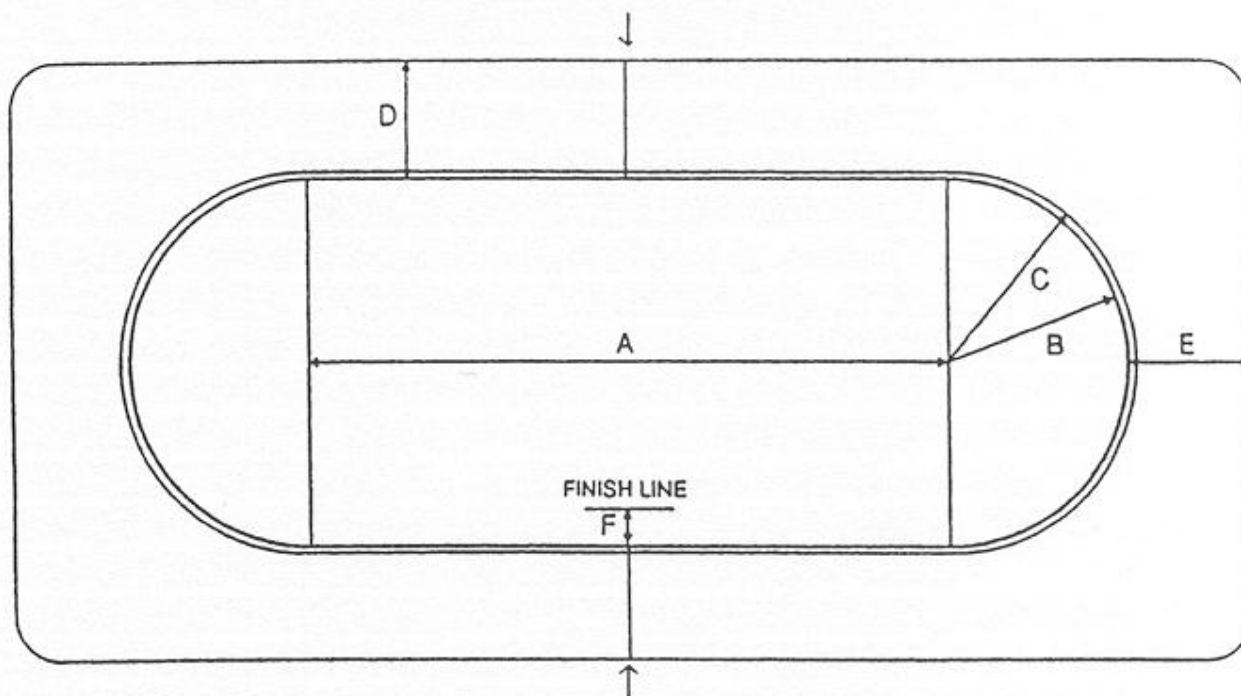
EQUIPMENT CHECK LIST

| <i>EQUIPMENT</i> | <i>NUMBER REQUIRED</i> | <i>CHECKED</i> |
|---|-------------------------------|-----------------------|
| Safety Mats (See Annex D2 for number and placement) | According to SOC Rules | _____ |
| Markers for Track | 25-30 | _____ |
| .22 caliber starting pistol | 1 | _____ |
| Set of drawing pegs | 1 set | _____ |
| Lap Cards (1 to 13 or more if there is a 3000m being offered) | 13 | _____ |
| Stop Watches | 12 | _____ |
| Lap Bell | 1 | _____ |
| Blanks for starting pistol | 50-75 | _____ |
| Clip boards | 12-15 | _____ |
| Folding Tables | 4 | _____ |
| Typewriter or computer | 1 | _____ |
| Photocopies | 1 | _____ |
| 5 gallon buckets | 4-5 | _____ |
| Rubber scrapers | 4-5 | _____ |
| Paper | 1 box | _____ |
| Pencils | 2 doz. | _____ |
| Pens | 2 doz. | _____ |
| Masking Tape | 1 roll | _____ |
| Stapler | 2 | _____ |
| Staples | 1 box | _____ |
| Liquid paper | 1 bottle | _____ |
| Scotch tape | 1 roll | _____ |
| Place Judge Forms | Dependent on Reg. | _____ |
| Timers Forms | Dependent on Reg. | _____ |
| Final Results Forms | Dependent on Reg. | _____ |
| Awards - ribbons or medals | Dependent on Reg. | _____ |

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VENUE MAPS

111.12M Oval Track

Start for 500 and 1500 meters



Start for 111, 222, 333, 444, 666, 777, 1000, 3000 and 5000 meters

60x30 meter rink

*185ft x 85ft rink
 (56.388x25.908 meters)*

| | | |
|---|--------------|--------------|
| A = Length of straight | 28.85 meters | 28.85 meters |
| B = Curve | 8.00 meters | 8.00 meters |
| C = Measuring curve | 8.50 meters | 8.50 meters |
| D = Straight width (minimum) | 7.00 meters | 4.95 meters |
| E = Width from apex block | 7.57 meters | 5.77 meters |
| F = Actual width of straight + 1.5 meters | | |

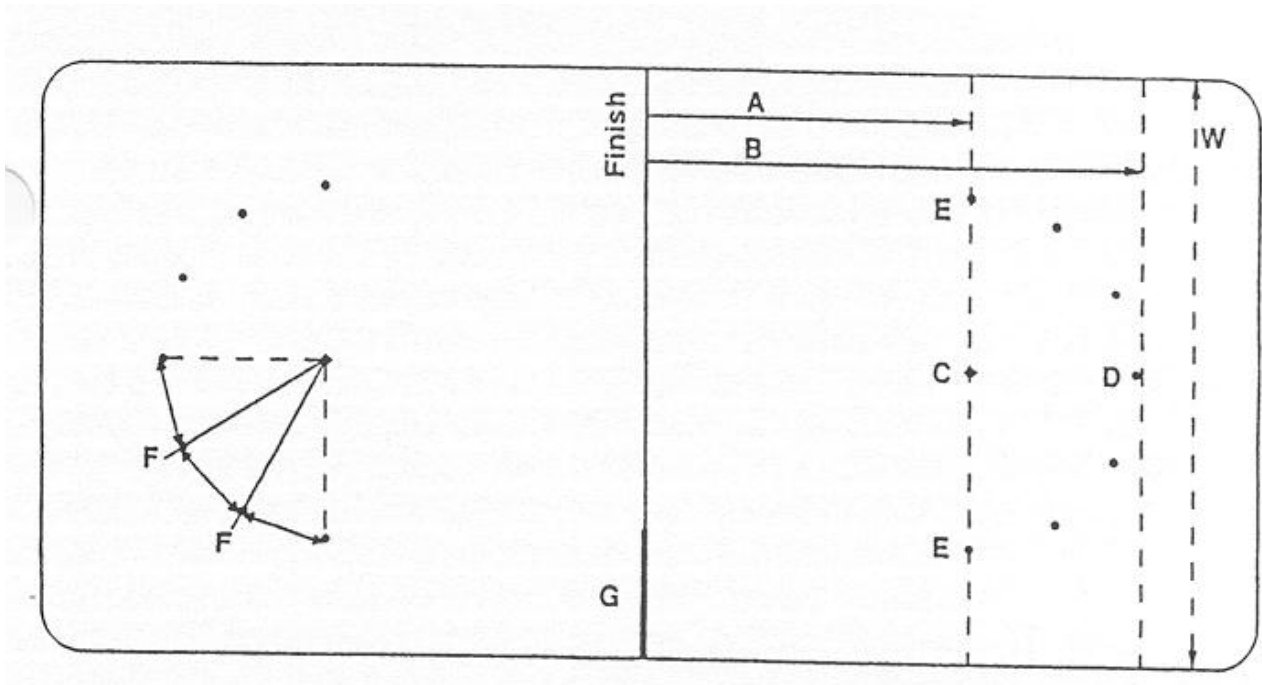
111.12-metre track

| | | |
|-------------|---------------------|---------------------|
| 2 x A | 57.71 meters | 57.71 meters |
| 2x 8.50 x p | <u>53.41 meters</u> | <u>53.41 meters</u> |
| One lap | 111.12 meters | 111.12 meters |

Laps in different distances

| | |
|-----------------------|-------------------------|
| 111 meters = 1 lap | 777 meters = 7 laps |
| 222 meters = 2 laps | 1000 meters = 9 laps |
| 333 meters = 3 laps | 1500 meters = 13 ½ laps |
| 444 meters = 4 laps | 3000 meters = 27 laps |
| 500 meters = 4 ½ laps | 5000 meters = 45 laps |
| 666 meters = 6 laps | |

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How to lay out the 111.12m Oval Track



- 1) Indicate along the boards lateral reference point points "A" and "B". The diagram shows only The first track (red). Consult the table for the Blue and green tracks (i.e. A-, A+, etc.)
- 2) By running your measuring tape from the reference points across the rink, measure dimensions C, D and E and mark your ice surface at points indicated.
- 3) From point C, trace points F on an arc so as To mark your other eight reference points on The ice. These points must be equal distance from one another. Finally, trace starting lines (G) on the opposite side of the finish line.

Metric measurements

A- = 13.675 meters from centre line meters

A = 14.425 meters from centre line

A+ = 15.175 meters from centre line

B- = 21.675 meters from centre line

B = 22.425 meters from centre line

B+ = 23.175 meters from centre line

C = half width of rink on A axis

D = half width of rink on B axis

E = 8.00 meters from C on A axis

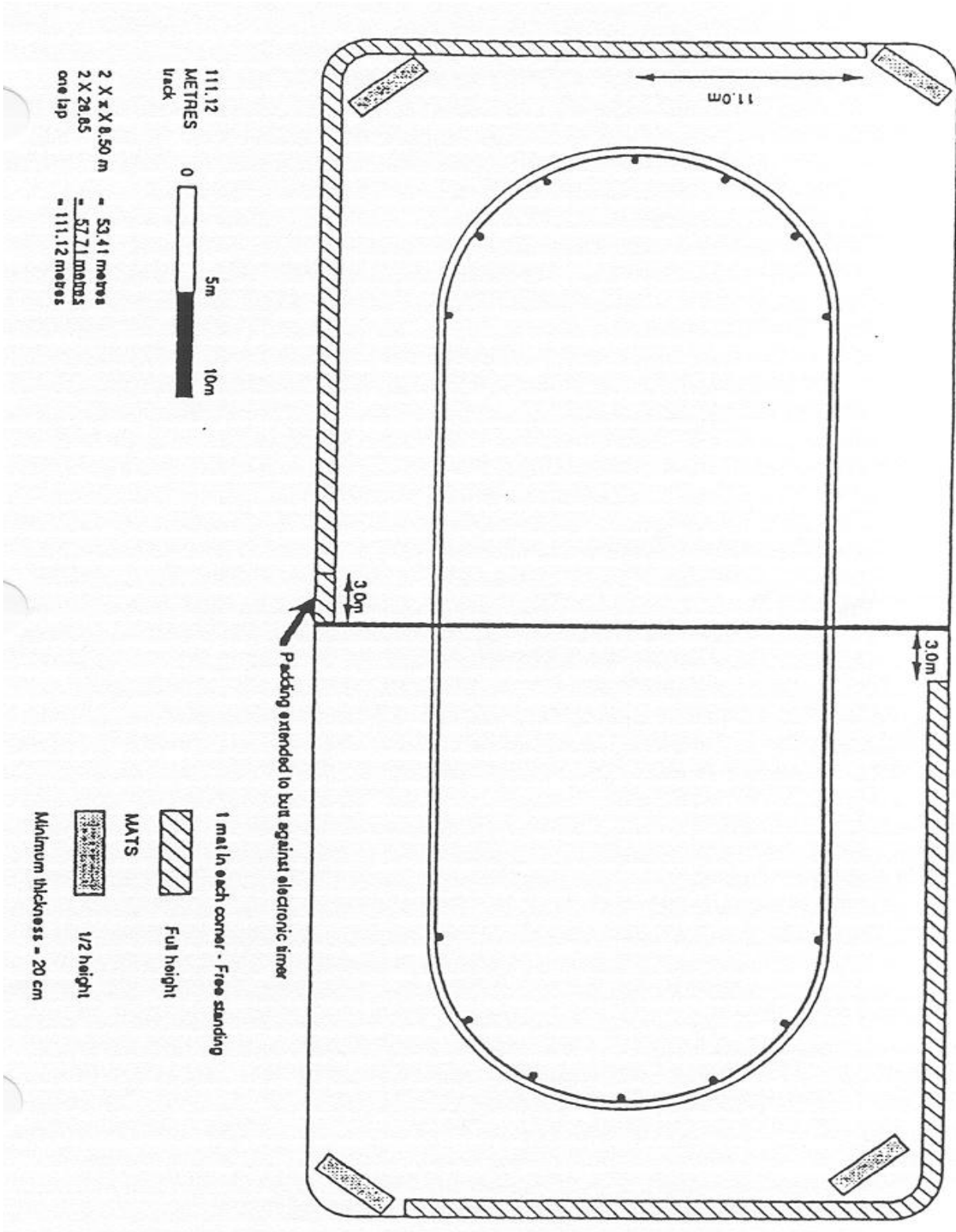
F = 8.00 meters from C and separated by 4.14

G- = 1.50 meters behind centre line

G = on centre line

G+ = 1.50 meters in front of centre line

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Placement of Safety Mats



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REGISTRATION FORM

Region: _____ Local: _____

Team Contact: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____

E-mail: _____

| Athlete Name | Gender | Age | Event | Seed Time/Distance |
|--------------|--------|-------|-------|--------------------|
| 1) _____ | _____ | _____ | 1) | |
| | | | 2) | |
| | | | 3) | |
| | | | 4) | |
| 2) _____ | _____ | _____ | 1) | |
| | | | 2) | |
| | | | 3) | |
| | | | 4) | |
| 3) _____ | _____ | _____ | 1) | |
| | | | 2) | |
| | | | 3) | |
| | | | 4) | |
| 4) _____ | _____ | _____ | 1) | |
| | | | 2) | |
| | | | 3) | |
| | | | 4) | |
| 5) _____ | _____ | _____ | 1) | |
| | | | 2) | |
| | | | 3) | |
| | | | 4) | |
| 6) _____ | _____ | _____ | 1) | |
| | | | 2) | |
| | | | 3) | |
| | | | 4) | |
| 7) _____ | _____ | _____ | 1) | |
| | | | 2) | |
| | | | 3) | |
| | | | 4) | |

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