



Event Hosting Manual

Provincial Events 2024-2025

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Introduction

This event hosting guide was written to assist local organizing committees/clubs in conducting any of the Speed Skating BC (SSBC) Events. These events would include BC Cups, BC Short Track Championships (BCST) and BC Long Track Championships (BCLT). It provides an outline of the responsibilities of the SSBC as well as the local organizing committee in the co-hosting of these events. While the intent of this manual is for Provincial level events it can be used as a guideline for Regional and National events as well.

Planning

Hosting Agreement

When dates for a Provincial meet have been established SSBC will work with the Local Organizing Committee to create a hosting agreement that will confirm the logistical arrangements and monetary support provided for the event.

Local Organizing Committee (LOC)

The Chairperson of the LOC is responsible for all activities within the LOC and works closely with SSBC in managing all aspects of the event. The Chairperson appoints other volunteers to the LOC and is responsible for assigning roles and tasks to committee members. The Chairperson does not have to be the Meet Coordinator. Representatives from SSBC may also be appointed to the LOC.

The Meet Coordinator is responsible for the conduct of the actual racing activities. Their responsibilities are outlined in the [Level 1 Officials Manual](#).

Other committee members may include:

- Volunteer Coordinator
- Sponsorship Coordinator
- Ceremonies

Descriptions of the key volunteer positions can be found in [Appendix 1](#).

Provincial Competition Bulletin

The Bulletin for the event will be developed by the SSBC staff in conjunction with the Competitions Committee and will be available in September prior to the Event.

The Bulletin outlines the format of the competition, which distances will be raced, age groups and any other specific rules or requirements.

The Provincial Competition Bulletin is the guiding document for the competition and all technical decisions are based on this document. Any variance in the competition from this document must be approved by the Sport Jury.

Preparation

Competition Requirements

Note that these are the minimum requirements for a competition with an SSBC Sanction. Competitions with SSC sanctions may have additional requirements.

- The Sanction Certificate must be displayed by the Competitor Steward's Office during the competition.
- The SSBC Code of Conduct must be visibly displayed during the competition.
- The Track Certification Form must be completed by a surveyor and signed by the Chief Referee prior to the competition.
- Competitor Stewards must use the SSBC Withdrawal Form to accept withdrawals from skaters.
- The SSBC Guidelines: Sport Injury Management must be followed.
- Copies of the SSBC Injury Report Form and the SSBC Post-Injury Information Document must be available at the competition venue.
- SSBC Incident Report Form must be available at the competition venue. Examples of a reportable incident include: an altercation between participants and a parent/coach/official berating another person.

Sanctions

The sanction process is a guarantee between the LOC and Speed Skating BC that the event will operate according to Speed Skating BC and Speed Skating Canada's rules and procedures.

The SSBC Sanction Overview document is reviewed on an annual basis and approved by the Board of Directors. It is published in the [Competition Resources section of the SSBC website](#) and outlines the meet requirements under each level of sanction.

Meets can be sanctioned under a SSBC Sanction and an SSC Sanction:

- SSBC Sanctions are requested through IceReg. More information is available in the sanction overview document. **Sanctions must be requested at least two weeks before the event date to guarantee the sanction can be processed.**
- Information regarding SSC Sanctions can be found on the SSC website.
- Please refer to [Appendix 4](#) which outlines which sanction is required for each level of competition.

Competition Schedule

The competition format will be developed by SSBC and provided to the LOC. The Meet Coordinator and Competitor Steward will establish a preliminary schedule based on the format as laid out in the Competition Bulletin. Basic start /finish times will be based on travel time to the competition location, and to ensure that the appropriate times for ice reservations are made.

This preliminary Competition schedule will need to be available as soon as possible to ensure registrants have sufficient time to make travel arrangements.

The final racing schedule will be provided by the Competitor Steward after the final registration deadline passes. Refer to the timeline in [Appendix 3](#).

Budget

A budget including all expenses and revenues, will be developed jointly by SSBC and the LOC along with a written agreement on the sharing of revenues, expenses and responsibilities. The intention is that SSBC assumes the financial risk for the event, in so far as cancellation or financial shortfall. However, all parties must work together to create an event that is fiscally responsible.

Please see a sample budget in [Appendix 2](#)

Revenue generating opportunities for the events can include any/all of the following:

- Registration Fees
- Admission Charge
- Provincial Hosting Grants
- Local Hosting Grants
- Local Sponsorship and/or value in kind
- 50/50 draws or other raffles
- Silent Auctions
- Advertising Opportunities

- Marketplace within facilities
- Special Events in conjunction with event

Expenses for each event could include any/all of the following:

- Facility (Ice)
- Facility (Change rooms, Meeting Spaces)
- Sanction Fee(s)
- Electronic Timing
- Live-Stream broadcasting
- Equipment and/or equipment upgrades
- Hospitality (on site)
- Medical
- Officials Travel/Hospitality
- Guest Coach Travel/Hospitality
- Guest Speaker Travel/Hospitality
- SSBC Board/Staff Travel/Hospitality
- Communications
- Marketing
- Awards (BCST/BCLT only)
- Athlete swag bags
- Volunteer Appreciation

Upon the completion of the event, SSBC and the LOC will review the expenses and reconciliation of the expenses will occur.

Sponsors

Sponsorship in the form of donations or donations in kind are a wonderful way to include local businesses and others interested in the local community. Sponsors should be recognized in a manner consistent with their contribution and consistent with the agreements made to those sponsors.

SSBC may also have sponsors who have requirements for recognition. Those sponsors will take precedence over local sponsors.

SSBC and the LOC will work together to confirm sponsorship agreements as part of the Hosting Agreement discussions.

Fundraising

Fundraising activities may take place with approval from SSBC and abiding by all Federal and Provincial regulations, for example, Gaming Licences.

Marketing Opportunities

Events are an excellent opportunity to create excitement and awareness of speed skating in the local community. Some ideas of how to help promote the event for greater community visibility:

- Radio station and local TV channels
- Include a local media person on the organizing committee
- Onsite promotional booth during similar events
- Shopping centre displays and promotions
- Newspaper ads or supplements
- Advertising in local sport stores
- Media conferences and releases
- School programs
- Social media programming

Insurance

Insurance for SSBC events is provided by SSBC. Events must be sanctioned to ensure insurance coverage.


Insurance coverage is available for SSBC members only. Participants from outside BC should check with their home province to ensure coverage. Participants from other nations may need to provide proof of insurance coverage before attending an event. Please contact the Executive Director for more information.

Host Hotel

The LOC is responsible for identifying and negotiating a favourable rate at a local hotel. Please ensure that participants can book up to the closing date for registration at the favourable rate.

Facilities and Equipment

The SSC Red Book and SSBC policies outline the minimum facility requirements and standard equipment required for a provincial event. There is also information in the SSBC sanction document that outlines what is required as part of the sanction process. Additional equipment requirements for the event will be discussed and agreed upon between SSBC and the LOC.



It is the LOC's responsibility to ensure that all the safety requirements of the facility are met.

Medical Services

The host club/LOC must provide the certified emergency services on-site at all times as per sanction requirements. The LOC must also develop an emergency action plan to be left with both the medical personnel on site and the announcer. Please refer to the Emergency Action Plan (EAP) resources found in the [Sport Injury Management Guidelines](#) document. The LOC should also be aware of the building facility's emergency plan (in the event of a fire, etc).

Medical Services personnel must wear clothing that easily identifies them as Medical Services.

Safe Environment

Speed Skating BC's Code of Conduct, Harassment and Safe Sport policies must be followed in the design and running of this event.

Volunteer and Staff Screening – anyone who will have the opportunity to be in an unsupervised position with a child or vulnerable adult must adhere to SSBC's Safe Sport screening process including an interview, reference checks and a criminal record check.

Registration

Athlete registration will be managed by SSBC. The LOC may be given Administrative access to the registration to facilitate ease of updating any changes. The LOC and SSBC will work together to ensure there is appropriate information on the website for the participants. Refer to the timeline in Appendix 3 for deadlines.

Refunds for registrations will be managed by SSBC. The Refund Policy can be found in the SSBC [PP#1 Policy & Procedures, Section H-3](#)

For provincial events, registration rules will be included to enforce registration of participants into correct membership categories of Provincial membership or higher..

Coach Registration

All coaches must register in advance of the event as a Coach. Please note that all coaches in the coaches box for Championship events must meet minimum standards set by the SSBC. Minimum Coaching requirements can be found here

https://speedskatingbc.ca/wp-content/uploads/2022/01/Policy_-_Minimum-Coaching-Standards-2022.pdf

Promotional Materials

As outlined in the hosting agreement, SSBC must approve the design of any promotional material that identifies the BC ST or BC LT Championships or BC Cups (e.g. posters, t-shirts etc). This includes any souvenir items being sold at the event. This is to ensure that our brand guidelines are being followed and are promoting a consistent visual brand. Promotional materials may include:

- Banners
- Posters
- Event Program
- Webpage
- Social Media
- Souvenir Merchandise such as t-shirts
- Participant swag bag

SSBC's Brand Guidelines should be referred to when working on promotional materials.

Officials

Provincial events are an opportunity for the long term development of our Officials. Officials from another region may be requested to be assigned to attend this event to advance the development of that Official. The assignment of an Official will be completed in consultation with the LOC and the Officials Development Committee. Expenses for an Official assigned to an event will be agreed upon as part of the budget process.

Volunteers

In addition to the technical volunteers needed as officials for the event, it is also the LOC's responsibility to recruit, train and schedule all non-technical volunteers. It is recommended that in key volunteer positions and at key times, the LOC overlaps volunteer schedules to ensure that

an adequate number of volunteers are available. Suggested volunteer requirements are listed below.

It is highly recommended that the organizing committee include a Volunteer Coordinator who is responsible for ensuring sign-up and registration of volunteers.

A template for a list of volunteers is available. ([Competition Volunteer List Template](#))

Volunteer Appreciation

Upon completion of the event the LOC and SSBC should plan to recognize and thank the many volunteers who helped make the event a success. During the planning of the event, SSBC and the LOC will work together to determine how they will recognize the volunteers.

Transportation

It is the responsibility of each coach/athlete to arrange their own transportation. Occasionally, LOCs may be called upon to assist with Official's transportation to and from the airport.

Hospitality

Traditionally food has been provided for all officials, volunteers and coaches at no charge. The intention is to ensure that all Officials, Volunteers and Coaches can remain on site for the competition.

A sample menu would include:

Morning: Coffee, Tea and beverages*, muffins or other pastries

Lunch: Light lunch with a warm option such as soup.**

Afternoon: A portable small snack available

*Coffee, Tea and other beverages should be available all day

** Dietary restrictions should be kept in mind when developing the menu

If food is not available, participants will need to be notified so they can make other arrangements. Any additional hospitality arrangements are at the discretion of the LOC.



Participant Social Event

At the discretion of the LOC, a participant social event may be scheduled on the Friday or Saturday evening of the competition at the discretion of the host. The host must plan for adequate and appropriately screened adult supervision to be present at all times. This can be a fundraiser for the club.

Coach and Official Social

A coach and official social may be scheduled on the Friday or Saturday evening of the competition, however this is at the discretion of the host. This can be combined with the Coaches meeting.

From time to time SSBC may arrange for training opportunities for Coaches or Officials during provincial events. If this is the case SSBC will be responsible for the logistics associated with these events.

Opening Ceremonies

For Provincial Championship events an opening ceremony is required. For other provincial events such as the BC Cup an opening ceremony is suggested. For all provincial events please ensure the local First Nation is invited to come and participate in the event. Consult with the Nation to see how they would like to participate (a blessing or other involvement). If the local First Nation is not available, a suitable land acknowledgment should be a part of the opening ceremony and Coaches meeting.

Other VIPs such as Mayor and Council or Sponsors can also be involved in the opening ceremony. This is an opportunity to showcase your town. The local Tourism Board may also be interested in being involved. A welcome from the club and O Canada is also recommended. A parade of athletes can also be a wonderful way to generate excitement of attendance at a provincial event.

Live Streaming

Whenever possible live streaming should be available. When the hosting agreement is negotiated, parties will determine the viability of live streaming and division of the costs.

All live streamed events must be hosted on the [SSBC YouTube page](#). Contact [Richard Krieck](#) for more information about posting on YouTube.

During the Event

Coaches Meeting

On the evening before competition or the morning of the competition the Meet Coordinator will host a Coaches meeting which must be attended by all Chief Officials and is highly recommended to be attended by all coaches. The purpose of the meeting is to identify any last minute changes to the event, clearly outline the Emergency Action Plan and identify all key volunteers for the event. The agenda is:

1. Welcome and Land Acknowledgement
2. Introduction of Key volunteers and Chief Officials - Meet Coordinator
3. Logistics and Safe Sport considerations
4. Emergency Action Plan - Meet Coordinator or Safety Officer
5. Race Information - Competitor Steward
6. Rules and Officiating Information - Chief Referee
7. Other information as required

This meeting is an important part of the hand over that happens between a Meet Coordinator and the Chief Referee. Leading up to the part of the meeting where the Referee goes over the rules and officiating information the event is really under the control of the Meet Coordinator with the referee advising. From that point on the Meet Coordinator hands over control to the referee and plays a supporting/advising role.

Daily Debrief Meetings

In consultation with the Chief Referee the Meet Coordinator will organize daily or end of event debrief meetings. The Chief Referee will Chair the meeting intended to debrief the chief officials to review the positives and negatives of the event to that point. This will help with planning the next event and preparing the Meet Coordinators report.

Safe Sport Complaints

In the event of a complaint being submitted as per the Complaints and Discipline Policy, SSBC will manage the complaint process. A person will be identified as the Case Manager prior to the start of the event.

Upon completion of the Event Complaint process, an incident report should be submitted by the Meet Coordinator with input from the Case Manager.

Social Media

The LOC should have a social media volunteer for the event. SSBC will also have Social media services on site. A social media plan should be discussed between the LOC and SSBC prior to the event. This also includes any official photographers that may be present.

Official Photographers should consult with the LOC and SSBC to determine if there are any specific photographs that are required, such as Sponsor banners, Opening Ceremonies, VIP visitors.

Results

Results will be posted online. The SSBC Technical Rep will be responsible for ensuring the information is posted in a timely manner.

For the 2024 -25 Season SSBC will be using the Sportity app for distribution of results and information at the event. A member of the SSBC staff or their delegate will be responsible for obtaining the code and updating the Sportity platform before and during the event.

Awards

Awards will be provided for both the SSBC Provincial Short Track and Provincial Long Track Championships. Provincial championship medals are not awarded at the BC Cup events.

Alternate or additional awards can be designed for the BC Cup events. Award designs must be approved by SSBC and include the SSBC logo.

Post Competition Requirements

Meet Coordinator's Responsibilities

It is the Meet Coordinator's responsibility to ensure that the proper paperwork is completed after a competition and submitted in a timely manner.

Competition protocols should be emailed to the SSBC Database Administrator databaseadmin@speedskatingbc.ca as soon as possible following the competition. If the meet was recorded using Meet Manager, please also attach the .csv results file. If the meet was recorded using Excel please include the excel file.

Injury Report forms and Incident Reports should be emailed to the Executive Director of SSBC (valerie.linton@speedskatingbc.ca) within 24 hours of the completion of the competition, to allow for prompt follow-up with the skater and their family.

Other reporting requirements (within 14 days of the competition) include:

- Meet Coordinator Reporting Form ([online form](#))
- Chief Referee's Reporting Form ([online form](#))
- Official's Feedback Form ([online form](#))
- [Track Certification Form](#) (email to [ODC](#))
- [Competition Volunteer List Template](#) (email to [ODC](#))

Financial Reconciliation

At the conclusion of the event SSBC and the LOC will review the expenses from the event and reconcile the expenses as outlined in the Hosting Agreement. This is typically done with the LOC invoicing SSBC for the costs associated with the meet. Copies of all receipts must be included with the invoice.

Event Debrief Meeting

Shortly after the event the LOC and SSBC will meet to discuss any comments and suggestions regarding the event. The intention of this meeting is to improve the hosting experience and provide opportunities for information sharing. This meeting can be combined with a discussion regarding the Financial Reconciliation.

Appendix 1: Key Position Descriptions

The following is a list of possible positions in the planning process of an event. Each organizing committee will form a committee that best suits their needs and the needs of the competition.

Local Organizing Committee Chair

A representative from the Local Club who chairs the Club's organizing committee. This person will be responsible for meeting with SSBC to finalize the Hosting Agreement and is the key contact for matters relating to the host club.

Meet Coordinator

The Meet Coordinator is a Chief Official that is responsible for organizing the technical aspects of the meet. The Meet Coordinator should be chosen by the club when they are considering hosting an event. They will need to be a part of the decision making process from the very beginning.

Competitor Steward

The Competitor Steward in collaboration with the Meet Coordinator and Chief Referee –prepares the various rounds of racing throughout the competition, ensuring that the right skaters are assigned to the right race. Accuracy, speed and remaining calm under pressure are all assets for this role.

Chief Referee

Assigned by Speed Skating BC, the Referee is the Chief Executive Officer of the competition and is responsible for dealing with all points of dispute and infringements of the rules.

Facility Liaison

Some organizing committees will assign a key volunteer to liaise with the facility to ensure good communication and to ensure that all needs from the facility are met.

Hospitality / Accommodation Coordinator

Appointed by the LOC this key volunteer will make arrangements for a host hotel and communicate that information to the organizing committee as early as possible. They are also responsible for ordering food and beverages for the Officials and Coaches at the event.



Volunteer Coordinator

The Volunteer Coordinator is responsible for advertising and recruiting for volunteers for the event. They should also ensure that all volunteers have the minimum safety standards such as records checks and are registered as volunteers with SSBC.

Sport Jury

The Sport Jury is made up of the Chief Referee, the Meet Coordinator and SSBC Technical Representative. They are responsible for making decisions regarding Rule violations and Competition bulletin changes

Safe Sport Committee

Should a complaint occur at an event that falls under the jurisdiction of the Complaints and Discipline policy, a member of SSBC who has been trained for Safe Sport complaints, the Chief Referee and the Meet Coordinator will form a Safe Sport Committee. Should the complaint be against any person who is part of the committee that person should be replaced by a similar member. The Safe Sport Committee will preside over complaints as outlined in the Events Complaint process.



Appendix 2 - Sample Budget

A sample event budget can be found [here](#)

During the first hosting coordination meeting, the budget will be discussed and updated periodically throughout the event planning process.

This budget will be part of your Hosting Agreement for all provincial events.

Appendix 3 - Event Preparation Timeline

The following is a suggested timeline for events. Each event is different and the timeline should be modified accordingly.

January

- Expression of interest requested from clubs who would like to host an event

May

- Draft calendar of events publicized by SSBC
- Apply for local hosting grants (This may be different in different locations)

June

- Hosting Agreements finalized between the LOC and SSBC
- Venue Rental agreements finalized - ensure meeting room and change rooms are booked
- Events posted on SSBC website
-

September

- Review the Provincial Competition Format Bulletin
-

3 months before event

- Meeting with the Officials Development committee to discuss the Officiating plan for the event. This meeting may occur earlier in the year for end of season competitions.
- When Officiating Plan is finalized, SSBC staff will send out confirmation emails to Officials
- Invite Local First Nation to attend/participate in the event
- Invite and Local Government or VIPs to attend the event
- Gather organizing committee and delegate roles
- Update meeting with SSBC
- Approach value in kind sponsorship opportunities
- Establish medical services
- Book banquet space (if applicable)
- Secure Hotel room rates and room blocks at host hotel

- Review the entry requirements with the Competitor Steward and Referee
- Begin set up for IceReg event
- Confirm members of the Sport Jury
- Review Sanction requirements
- Organize Live Stream, Electronic Timing and other services
- Update Budget

2 months before event

- Registration open - Publish IceReg Event
- Establish Emergency Action Plan
- Submit Sanction request
- Update meeting with SSBC
- Recruit Officials and volunteers
- For regional events, confirm chief officials and notify ODC of the officiating plan
- Review Facility Requirements and meet with Facility
- Prepare any promotional materials, sponsor posters, banners, pamphlet

6 weeks before event

- Confirm ice and meeting room bookings, and any other required services with the facility.
- Submit any branded items for approval to SSBC including posters, promotional materials, souvenir items etc.
- Confirm Social media plan and photography with SSBC
- Arrange for any SSBC equipment to be delivered
- Confirm Awards with SSBC
- Plan Opening Ceremonies and Awards presentation
- Update budget
- Set up volunteer sign up

4 weeks before event

- All officials and volunteer slots should be filled and confirmed
- Update meeting with SSBC
- Review and prepare event signage
- Ensure SSBC banners are being delivered
- Confirm attendance of any VIP participants in the Opening Ceremonies or Awards

2 weeks before event

- Registration closed (verify closing date with Competitor Steward)
- Review EAP
- Review posting requirements with the Chief Competitor Steward
- Notify media of competition
- Review hospitality plans for volunteers, coaches and officials
- Ensure all equipment and supplies are available
- Set up schedule of events in conjunction with Competitor Steward and Referee
- Provide a list of helmet cover numbers to the Competitor Steward
- Ensure all coaches have been registered. Send a copy to SSBC to check for Coaching certification
- Setup Live Stream on SSBC's YouTube Channel
- Ensure SSBC has confirmed all Coaches who are hoping to be in the Coaches Box are certified

1 week before event

- Set up schedule of events in conjunction with Competitor Steward and Referee
- Email to volunteers and officials with meet details
- Prepare agenda for Coaches Meeting
- Review and update facility requirements and provide to the facility. Book a walk through for the day before the event.
- Sort helmet covers into clubs when numbers have been provided

1 day prior to event

- Set out paperwork for Officials
- Facility walkthrough and review
- Provide information table during practice/skater welcome bags available
- Send out coaches meeting agenda
- Meet with Referees and Starters for a walk through
- Coaches Meeting (may also be held the morning of competition)

During Competition

- Meet any VIPs for Opening Ceremonies and Award prize giving.
- Liaise with media and SSBC Social media

-
- Post event review - look for ways to improve event
 - Attend Daily Debrief

1 week Post Competition

- Complete SSBC Reporting requirements
- Complete Budget
- Thank you notes to the Sponsors
- Thank you arrangements for volunteers
- Forward any borrowed equipment to next location

1 month Post Competition

- Finalize Expenses and update budget
- Complete Hosting Reports
- Attend SSBC Debrief Meeting

Appendix 4: Which Sanction Do I Need?

| | Local | Regional | Provincial | BC - National |
|---------------------------------------|--|---|-------------------|----------------------|
| Try-it Fun Racing | If the event is being hosted during regular club ice time. Members of other clubs may be invited | If the event is a larger event where skaters from other clubs attend. | | |
| FUNale | If the event is being hosted during regular club ice time. Members of other clubs may be invited | If the event is a larger event where skaters from other clubs attend. | | |
| Mini Meet | If the event is being hosted during regular club ice time. Members of other clubs may be invited | If the event is a larger event where skaters from other clubs attend. | | |
| Time Trial | If the event is being hosted during regular club ice time. Members of other clubs may be invited | If the event is a larger event where skaters from other clubs attend. | | |
| Interclub Competition | | YES | | |
| BC Games Zone Selection Trials | | YES | | |
| BC Cup | | | YES | OPTIONAL |



| | Local | Regional | Provincial | BC - National |
|---|--------------|-----------------|-------------------|----------------------|
| BC Championships | | | YES | OPTIONAL |
| BC Games | | | YES | OPTIONAL |
| TeamBC Selection Trials | | | YES | |
| National events under hosting agreement with SSC | | | | YES |
| WEC hosted in BC | | | YES | YES |
| Interprovincial competitions hosted in BC | | | YES | YES |