

EVENT HOSTING MANUAL

US SPEEDSKATING

EVENT HOSTING MANUAL

LONG TRACK AND / OR SHORT TRACK



U S SPEEDSKATING

TABLE OF CONTENTS

GENERAL	5
HOLDER AND ORGANIZER OF US SPEEDSKATING EVENTS	5
NAME, DATE AND LOGO	5
EVENT HOSTING AGREEMENT	5
OBSERVATIONS OF ISU AND USS RULES	5
RESPONSIBILITY FOR ACCIDENTS, SAFETY, MEDICAL INSURANCE OF SKATERS AND OFFICIALS	6
PROMOTIONAL PLAN AND ACTIVITIES.....	6
ADMINISTRATIVE MATTERS	7
INFORMATION TO USS	7
EVENT ANNOUNCEMENT AND REGISTRATION	7
USS REPRESENTATIVE AND USS EVENTS & PROGRAMS DIRECTOR	7
USS APPOINTED OFFICIALS.....	7
TEAM LEADERS' MEETING AND DRAW MEETINGS	8
OFFICIAL INTERNET WEB SITE	9
FINANCES	9
FINANCIAL OBLIGATIONS	9
REVENUE OPPORTUNITIES	9
INSPECTION VISIT.....	9
INSURANCE	10
LIABILITY INSURANCE	10
HOTEL REQUIREMENTS	10
GENERAL GUIDELINES.....	10
<i>USS Staff Hotel Needs</i>	10
RINK FACILITIES	10
VENUE REQUIREMENTS / ICE CONDITIONS / RINK SETUP	10
EQUIPMENT FIELD OF PLAY.....	12
ATHLETES AREAS	13
FACILITIES SET UP	13
MEDICAL / ANTI-DOPING	13
MEDICAL REQUIREMENTS	13
ANTI-DOPING	14
SCHEDULE	14
RACE DAY SCHEDULE.....	14
TRAINING SCHEDULE	14
QUALIFICATION TABLE FOR SHORT TRACK RACES	15
INFORMATION AND PRINTING MATERIALS	15
RESULT PROTOCOL AND DISTRIBUTION.....	15
SPORT PRODUCTION	15
GENERAL GUIDELINES.....	15
TRAVEL AND TRANSPORTATION	16

ACCREDITATION.....	16
GENERAL GUIDELINE	16
TICKETING	17
TICKET SALES	17
PARKING PASSES	17
SECURITY.....	17
SAFETY OF SKATERS AND OFFICIALS	17
SECURITY AT VENUE	17
SECURITY PLAN.....	18
ACCESS CONTROL	18
HOSPITALITY AND CEREMONIES.....	18
HOSPITALITY	18
<i>Athlete/ Coaches.....</i>	<i>18</i>
<i>VIP (depended on event).....</i>	<i>18</i>
<i>Officials</i>	<i>18</i>
<i>Volunteers/Medical.....</i>	<i>18</i>
<i>Coaches Meeting</i>	<i>18</i>
CONCESSION SALES	18
CEREMONIES.....	19
ADVERTISING, MARKETING AND SPONSORSHIP	19
GENERAL.....	19
SPONSORSHIP.....	19
MARKETING.....	20
MERCHANDISE	20
TELEVISION BROADCAST / MEDIA	20
GENERAL.....	20
TV PRODUCTION OF EVENT	21
MEDIA RELATIONS	21
APPENDIX A – EVENT INFO FORM	22
APPENDIX B - VOLUNTEERS	25
VOLUNTEER / OFFICIALS POSITIONS	25
APPENDIX C – EQUIPMENT NEEDS	32
FIELD OF PLAY	32
<i>Officials / Timing / Announcing.....</i>	<i>32</i>
<i>Operations Area Set Up</i>	<i>33</i>
<i>Race Equipment needs.....</i>	<i>33</i>
APPENDIX E – SAMPLE LAYOUT OF RINK.....	35
APPENDIX F – QUALIFICATION TABLE	37
SHORT TRACK AGE GROUP NATIONALS	37
LONG TRACK AGE GROUP NATIONALS.....	37
APPENDIX H – MEDALS & TITLES FOR AGE GROUP NATIONALS.....	39
ST AGE GROUP NATIONALS.....	39
LT AGE GROUP NATIONALS	39

NATIONAL SPEEDSKATING MARATHON.....	40
SPECIAL CONSIDERATIONS	40
MEDAL SPONSOR RECOGNITION.....	40
APPENDIX I – NATIONAL MARATHON	41

General

Holder and Organizer of US Speedskating Events

US Speedskating is the rights holder of any US Speedskating organized racing. USS works with a host city / club on the organization of each individual competition. The city / club is the local organizing committee (LOC) who coordinates the organization of the event with US Speedskating.

Name, Date and Logo

The official event dates and names for the **seasons 2023-2024** competition are:

Short Track

September 20-22, 2024 – US Championships

January 3-5, 2025 - US Junior Championships & Winter WC Qualifier

March 28-30, 2025 – US Age Group Nationals

Long Track

November 1-3, 2024 – US Championships & AmCup 1

December 13-15, 2022 – US Junior Championships & US AmCup 2

January 10-12, 2025 – Winter WC Qualifier & US Masters Open Championships

February 8-9, 2025– US Age Group Nationals

March 7-9, 2025 – US AmCup Final

The official name and logo, if applicable, shall be mentioned in all publications. The LOC can provide own ideas for art work which will have to be approved by US Speedskating before any materials will be published or go into print.

Event Hosting Agreement

US Speedskating will prepare an Event Hosting Agreement outlining responsibilities and revenue split of registration fees between LOC and USS based on both parties preliminary budget and needs. The budget shall be submitted no later than 3 weeks prior to competition. Please submit your budget plan to:

Marion Wohlrab
USS Events & Membership Director
mwohlab@usspeedskating.org
(801) 417 5363

Observations of ISU and USS Rules

All applicable USS Rules and Regulations for the respective skating season and applicable ISU Rules must be strictly observed. Only the USS Program Director, Head Referee or the USS Technical Representative can make any interpretation of the application of a rule.

All USS sanctioned competition should be run accordingly to ISU rules and their specific modification in the USS Rules & Regulations unless otherwise specifically and publicly announced in advance of the start of the competition on the event entry form.

Responsibility for Accidents, Safety, Medical Insurance of Skaters and Officials

USS and the LOC must take all measures possible to guarantee the safety of all skaters and officials, especially at the ice rink.

All participating skaters, staff, volunteers and other assigned personnel have to provide their own primary health insurance prior to registration or start of event.

Promotional Plan and Activities

USS as rights holder owns all advertising rights in the rink facility during the time of official practice and competition.

It is highly encouraged that the LOC provide information in regards to the promotional plan with the aim to improve the financial basis and to create interest and publicity for the competition. The promotional plan should include strategies and action plans at least concerning the following items:

- Public exposure of the competition and other means to attract spectators on site (Newspaper, local TV, radio, schools, community centers, social media)
- Ticket sales and ticket prices
- Local sponsorship and advertising (local businesses as well as local authorities)
- Local media coverage
- Volunteer recruitment

The LOC should submit a report on promotion plans to USS at least 2 months before the competition and ensure continued communication with USS regarding sponsorship to avoid any conflicts with USOC or USS sponsors.

Promotional materials for the event will be designed by the LOC but will need prior USS approval before production. These materials can include but is not limited to:

- Tickets
- Programs
- Posters
- Web Ads
- Email templates

The LOC is strongly encouraged to have a dedicated member of the LOC exclusively in charge of the marketing and promotion of the event.

Observation of Safe Sport Policies

The LOC understands that they will implement and abide by the policies and procedure to prevent the abuse, including emotional, physical, and child abuse, of amateur athletes participating in amateur athletic activities applicable to USS. The LOC must comply with the Center for Safe Sport's requirements.

Administrative Matters

Information to USS

The LOC must as soon as possible but no later than 5 month prior to event, appoint a LOC Event Coordinator who will be the point of contact for the USS Events & Program Director. The LOC Event Coordinator will closely work with USS in the planning of the event and will relay information and tasks back to the LOC for completion.

Please send the following information to USS:

- Name and Address of Organizing Committee and contact person with phone and email
- Complete LOC organizational chart

Event Announcement and Registration

US Speedskating will set up and run the complete registration process for athletes and will provide LOC and head referee with regular updates on registration numbers and participating athletes. Registration process will be run online only (no paper registrations are accepted) through the USS website.

US Speedskating will publish event information on the USS Events Calendar as soon as they become available. LOC shall provide all information submitted on a USS Event Info Sheet no later than 6 weeks prior to competition. (see appendix A)

USS Representative and USS Events & Programs Director

US Speedskating will be represented at each event with a designated USS Technical Representative.

The USS Tech Rep will observe in conjunction with the referees that all competitions are conducted accordingly to applicable USS and ISU rules. The USS Events & Programs Director will be available to advise and assist the LOC during the event planning stage.

If needed the USS Events & Programs Director will develop a signage plan.

During the event the USS Events & Programs Director will assist in tasks and responsibilities as they arise.

USS Appointed Officials

US Speedskating will appoint key officials for the all USS Events. The number of USS appointed officials will depend on the level of competition and can vary. Close communication between USS, LOC and the assigned officials is necessary to ensure the filling of volunteer officials positions.

For Long Track:

- Head Referee
- Head Referee (possible USS assignment)
- Assistant Referee
- Assistant Referee (possible USS assignment)
- Starter
- Starter (possible USS assignment)
- Photo Finish Judge (if Photo Finish is utilized)

LOC can make suggestions for and assign in conjunction with the Head Referee the following technical volunteer positions:

Chief timer, chief judge, 2 corner judges, cross over judge, line judge, lap counter, 2 photo finish assistants, at least 4 manual timers (8 if quad start is planned), bell ringer

For Short Track:

- Chief Referee
- 2 Assistant Referees
- Video Replay Referee (if applicable)
- Starter
- Starter (possible USS assignment)
- Competitor Steward
- Competitor Steward Assistant (possible USS assignment)
- Photo Finish Judge (if photo finish is utilized)

LOC will have to make suggestions for and assign in conjunction with the Chief Referee the following technical positions:

Heat box chief attendant, 2 photo finish assistants, lap counter, lap recorder, 4-8 track stewards, up to 12 manual timers, bell ringer

It is recommended that the referees wear safety helmets to prevent injuries caused by a fall.

Please also see appendix B

Team Leaders' Meeting and Draw Meetings

Long Track:

A Team Leaders meeting will be held prior to the first day of competition at a time suitable for most team leaders / coaches to attend. The meeting can be in person or virtual. The head referee and the USS Technical Representative will set time for such meeting in coordination with LOC. Each athlete is obliged to have a designated current USS Level 2 coach (or equivalent) for representation in the team leaders / coaches meeting.

The team leaders meeting is conducted by the head referee and a USS representative and serves the purpose of providing general information as well as verifying entries for the following draw.

If in person, a room with theater seating for 20-40 team leader/coaches, referees table for 10 ppl, projector, screen, internet access for the draw will have to be provided by the LOC. In lieu of an in-person meeting a zoom meeting can be conducted. The draw for the following competition day will follow the team leaders meeting with no more delay than 60 min.

Short Track:

A coaches meeting will be held prior to the first day of competition at a time suitable for most coaches to attend. The meeting can be in person or virtual. The head referee and the USS Technical Representative will set

time for such meeting in coordination with the LOC. Each athlete is obliged to have a designated current Level 2 coach or higher (or equivalent) for representation in the coaches meeting.

The coaches' meeting is conducted by the head referee and a USS representative and serves the purpose of providing general information in regards to the competition.

If in person, a room with theater seating for 20-40 coaches, referees table for 10ppl, will have to be provided by the LOC either at rink facility or host hotel. In lieu of an in-person meeting a zoom meeting can be conducted.

Official Internet Web Site

USS will provide all information and registration details on www.usspeedskating.org and will therefore be the official host website in regards to the event.

Finances

Financial Obligations

US Speedskating will make a one-time contribution to the LOC post event for the agreed upon revenue split from registration fees.

LOC is required to draft a projected budget and share with USS upon bid application. No later than 2 month after conclusion of event LOC shall send to USS the actual budget. This will serve to better understand cost of USS events and will help explore future opportunities for additional revenue streams.

Revenue Opportunities

LOC will have the opportunity to generate revenue form the following sources:

- Ticket sales
- Event entry fees (in revenue split with USS, negotiable)
- Program sales
- Parking fees
- F & B concession sales
- Hotel commissions
- Local patrons, local sponsorships for rink signage
- Grants, donations etc.
- Vendor fees
- VIK
- VIP Hospitality

Inspection Visit

In general, there is no inspection visit before the competition. However, in case USS decides to conduct such visit, they would take place well in advance of the competition. USS will pay all costs related to the inspection visit. If no visit is planned and the organizing committee insists on such inspection visit, USS must accept and agree. In this case all related costs are paid by the LOC.

Insurance

Liability Insurance

All competition, participating members and volunteers working on behalf of US Speedskating are ensured through USS liability insurance. Hosting clubs will have to be in good standing with USS for full insurance coverage. For detailed information please check USS website. LOC's outside of USS membership clubs will have to provide their own appropriate liability insurance for the event.

Hotel Requirements

General Guidelines

The LOC should provide at least 3 hotel options with various price points of \$99-\$149. Hotels should be in close proximity to the venue but do not have to be full service hotels. Hotels within the Hilton family are strongly preferred. A room block should be secured starting two days prior to event to one day post event.

Hotel room blocks vary in size depending on the event and should be discussed with USS Events & Program Director.

USS Staff Hotel Needs

There will be a total of approximately 2-3 USS staff members as well as 6-10 USS Officials. USS staff members and officials will arrive 1-2 days prior to event. USS will aim to place all officials in the host hotel depending on current budget.

Rink Facilities

Venue Requirements / Ice Conditions / Rink Setup

For the following competitions USS requires a survey of the track layout unless otherwise agreed upon:

- USS Championships
- USS Junior Championships
- USS Age Group Championships
- USS AmCup races if serving as a team selection for international competition

A survey needs to be conducted by an accredited surveyor or survey company and can be no older than 12 months (if ice is not take out). Survey has to be provided to USS and head referee at least 1 day before start of competition. The survey certificate shall be verified by the chief/head referee.

If USS agrees to waive the survey the track has to be laid out by individuals with extended experience in laying out the track.

LOC is responsible for providing trained event volunteers for event operations.

LOC has to provide wireless Internet access to Media (if applicable) and USS staff as needed as well as access to copy machine and adequate power.

Long Track:

- Standard 400m long track oval
- Adequate safety padding completely covering around rink
 - At least 1m height, secured to each other
- Proper ice maintenance equipment (ideally 2 ice machines in case of breakdown)
- Ice expert on site to control ice conditions
- Installation of transponder lynx 2 days prior event start

Short Track:

- 30m x 60m (100ft x 200ft) ice surface – Olympic Size
- Hockey glass will have to be removed partially or completely to allow for proper video replay and spectator experience. If a removal of hockey glass is not possible please discuss and get approval from USS Events & Programs Director.
- Ice temperature should be 20-21° Fahrenheit, measured on top of ice surface
- Pad temperature should be 15-16° Fahrenheit
- Compressors should run at 100% throughout the event to ensure and maintain consistent ice temperature
- Thickness of ice ideally 1-1 1/2 inches
- Air temperature ideally between 50-60°
- Humidity below 40%
- Installation of transponder lynx (1-2 days prior event)
- Safety Padding:
 - Adequate safety padding is required for full circumference of the ice rink; approx. 125 pads 8ft long x 16" thick (please see appendix for ideal overall pad thickness)
 - Head referee will approve of padding or request additional padding if considered unsatisfactory for the level of competition

Other Facilities needed:

- Doping Control Room – separate locker room with at least 1 toilet (if applicable, please check with USS Events Director)

- Registration Area for athletes package pick up, VIP, Sponsor accreditation
- Hospitality area for Officials, Volunteers, Coaches & Athletes
- Room for Team Processing if a team selection event
- Medical / Massage space
- Good visible tent space (10' x 10') for current USS sponsors (if applicable)

Equipment Field of Play

Long Track:

- Proper safety pads
- Enough blocks to ensure marking of lanes, cones
- Armbands red, white, yellow, green; benches for athletes in start area and middle of rink; bins for athletes clothing in start area
- Ice bucket and trowel to fix holes in the ice; CO2 canister
- Photo finish equipment (provided by USS)
- Timing equipment
- Scoreboard or video board for skater name, lane and result display
- Starter stand, microphone and speaker
- Ice cleaning machines (Zamboni or equivalent)
- White board for referee announcements
- Referee table and chairs (5)
- Seating for hand timers
- Radio for referees (5-8)
- Lap bell, lap counter

Short Track:

- Proper safety pads (front pad at least as high as hockey boards)
- USS or ISU approved short track blocks (20)
- 2 squeegees; 4 buckets; CO2 canister to fix ice in a timely manner; ice bucket and trowel
- Lap bell, lap counter
- Seating for hand timers
- Benches/chairs to seat 30 athletes in heat box area
- Four 6ft tables for competitor steward, photo finish, video replay and announcer
- Elevation in coaches box to suite 5 coaches (20ft long)
- 3 buckets for skate guards
- Radio for referees including headset (5-8)
- Multiple sources of energy – at least 2 different circuits
- LAN cable running from middle to middle (preferable above ice vs. around)

Please also see Appendix C and Appendix D

Athletes Areas

LOC should provide the following athletes facilities:

- Locker rooms (1 female U18, 1 female 18+, 1 male U18, 1 male 18+)
- Area for stretching equipped with yoga mats or similar
- Weight room area if available
- Stationary bikes for warm up and cool down if possible
- Medical trainer area for set up of massage benches

Facilities Set Up

Please see appendix E for detailed set up

Medical / Anti-Doping

Medical Requirements

A medical coordinator shall be appointed to ensure all medical requirements are met. The following medical requirements apply to national level events:

Long Track:

Medical personnel must be available for all official practice times and by start of race day warm up. Medical personnel may consist of a minimum of one (1) first aid personnel with either of the following minimum qualifications:

- State Certified Paramedic or
- State Certified EMT

The necessary medical equipment as stated in ISU rule 140; paragraph 2

City or private ambulance service must be available to respond to emergencies at the venue within 5 min otherwise an ambulance must be on site.

Any deviation from the above safety measure must be approved by the referees in consultation with the USS Events Director and USS Technical Representative.

Short Track:

Medical personnel must be available for all official practice times and by start of race day warm up. The medical team will consist of personnel with either of the following minimum qualifications:

Personnel

1. The minimum personnel is two patrols (Outdoor Emergency Care (OEC) and/or Basic National Registered EMTs (NREMTs) and one physician (three providers total). If a venue wants paramedics on-site, they work under the physician's license.
2. There is at least one provider in each crash corner; one corner can have two providers.

Trauma kits: The providers bring their own kits/equipment.

Training: Personnel covering the event understand the competition's and venue's emergency action plan and are experienced in trauma care. No additional education or coursework is required at this time.

Ambulance

1. Confirm the ambulance response time is within 5-10 minutes. Then, an ambulance does NOT need to be on-site.
2. It is recommended the local hospitals know of the event to anticipate a potential need of emergency care.
3. Confirm the method of communication that results in the quickest response time. This could be dialing 911 or a direct line to emergency services.

Anti-Doping

USS will inform LOC if drug testing will take place during the event. The competitions, which are likely to have Anti-Doping testing conducted, are:
US ST Championships, US LT Championships, AmCups used for team selection.
The LOC must maintain strict confidentiality of all information provided by NADA/WADA or USS in this matter. A separate testing location at the ice rink must be provided with at least one bathroom. LOC to provide chaperones female and male in an adequate amount who can accompany the athlete.

Schedule

Race Day Schedule

The LOC is responsible in conjunction with the head referee, competitor steward (ST) and USS Events Director to prepare a detailed race-day time schedule for each day of competition. A draft schedule including the ice resurfacing, test pair, national anthem, start times, awards (if applicable) and finishing times for each distance will be agreed upon. This process should take place well in advance to give the LOC the opportunity to market certain parts of the race day better.

The detailed schedule will be approved by USS in conjunction with the head referee and LOC as soon as registration closes and the number of participants is accurate. The appropriate Qualification Table for competitions can be found on the USS website. This is the detailed reference for determining the schedule of qualifying rounds and finals based on the number of participants in each division.

Training Schedule

LOC is to provide at least one official ice training session of 90-120 min one day prior to start of competition.

Training times in long track will be open sessions for all participants registered for the event.

Training times in short track will be divided into segments and detailed information will be provided 5 days prior to completion. The partition of the segments will be coordinated with the competitor steward to ensure even numbers and ability on the ice.

The LOC is welcome to offer additional training sessions the days prior to competition and charge athletes a drop-in fee for additional revenue income.

The warm-up/practice sessions must be supervised by a meet official. The official has the authority to stop the warm up from starting or while it is underway if an unsafe situation is seen or develops. Mats and all safety equipment must be in place, rink doors must be closed, set up shall be complete. Depending on the number of competitors warm up groups shall be formed , combined by similar size, age and ability.

Qualification Table for Short Track Races

The Competitor Steward is responsible for the make up of races according to skaters seeding times or ranking. Number of qualifying positions will be announced on the posted start lists at venue.

Make up of races please see appendix F

Information and Printing Materials

Result Protocol and Distribution

All official results which have been approved and signed by the head referee or competitor steward will be immediately shared with USS Events Director or a designee for publication on USS website.

All official results will also immediately shared with Media sources in attendance. LOC assigns volunteer 'runners' to provide quick and reliable service.

Paper copies will be published at a designated area in the rink visible to athletes and coaches.

Sport Production

General Guidelines

The role of the LOC for sport production is to provide an exciting, active, interesting and festive environment for the skaters, sponsors, television and spectators.

- Audio
 - Announcer
 - Race announcing
 - Create excitement for spectators and skaters
 - Spectator information and education
 - Sponsor advertising & announcements
 - Music
 - Taped music or live DJ between or during races, ice breaks etc.
 - Live music in venue (i.e. high school band)
- Video
 - Public messages
 - Sponsor ads
 - Live interviews

- Video replay
- Skater introduction/profiles
- Event schedule
- Race results
- Start lists
- Scoreboard display
 - Welcome
 - Race results
- Entertainment
 - Live music in a section of the facility
 - Drumline competition of rival high schools
 - Performances on or off ice in resurface breaks
 - Trivia about sport, city, venue
- Give aways
 - Event merchandise, sponsor give-aways, noise makers
 - Raffle prizes
- Nomination Ceremony
 - Music intro
 - Script – where, who, presenters, photo opportunities

Travel and Transportation

All travel, accommodation and per diem expenses for officially assigned key officials to USS events will be responsibility of US Speedskating. Additional volunteer officials will be responsibility of the LOC or volunteers themselves.

The LOC should provide one complimentary room for the USS Events & Program Director for a maximum of 5 nights at one of the host hotels.

Accreditation

General Guideline

A form of accreditation system for the event should be in place (subject to size of competition). The accreditations can be color coded to identify various categories easier. This will help volunteers at checkpoints to quickly identify access allowance. Required accreditation categories

- USS Official
- USS Coach
- USS Staff
- Medical
- Athlete
- VIP
- Media/Press

- Photographer

All volunteers should be easy visible using identification via i.e. t-shirts, sweat shirts etc.

Access areas

- Field of Play/ Infield access
 - Athletes
 - USS Coach/Team Member
 - USS Staff
 - USS Official
 - Medical
- VIP area access
 - VIP/USS Guest
 - USS Staff

US Speedskating will verify all eligible coaches who are allowed to enter the coaches box and will have appropriate identification for them.

Ticketing

Ticket Sales

The LOC may sell tickets at a reasonable cost to encourage spectators to attend the event. LOC give its best effort to fill the stadium with spectators. Proving if necessary reduced cost or complimentary tickets to schools, community organizations, local companies etc.

Parking Passes

LOC will provide parking passes to all competing athletes in addition to all accredited staff (USS, Officials) if applicable.

Security

Safety of Skaters and Officials

The LOC must take all measures possible to guarantee the safety of all skaters and officials especially in the ice rink.

Security at Venue

The LOC is solely and fully responsible for the security of the participants and spectators and has the obligation to organize, implement and finance the necessary security arrangements associated with the event.

Security Plan

The security team or facility shall produce a written security and evacuation plan of the venue. LOC Meet Coordinator needs to have appropriate information in case of emergency.

Access Control

There should be no access by unaccredited persons to restricted areas.

Hospitality and Ceremonies

Hospitality

LOC is responsible to provide quality food and beverage service at each competition day for officials, volunteers, USS staff, VIP's, coaches and athletes.

Athlete/ Coaches

LOC is responsible to provide quality food and beverage service at each competition day for coaches and athletes. This area should be set up close to either locker rooms or in an area not accessible to any unauthorized individuals. Light food choices, packaged bars, fruit and bottled water are sufficient.

VIP (depended on event)

LOC should create a separate VIP area with F & B for USS Guests, sponsors and VIP's as well as spectators who would like to purchase VIP tickets. LOC could generate additional revenue by selling VIP packages. Bar service and catered quality food choices are expected.

Officials

Food and non-alcoholic beverages should be made available to all officials during the time of event.

Volunteers/Medical

A budget should be planned for all volunteer food needs during the time of event. As they are investing their personal time it is crucial to have volunteers included in food service.

Coaches Meeting

On the occasion of team leaders / coaches meeting the LOC may arrange for light F & B during the first meeting as a welcome and appreciation of all coaches and officials. This can include a selection of alcoholic beverages as well as appetizer style food.

Concession Sales

Concession sales at the event are the responsibility of the venue and LOC. Food and beverages sales should be considered in the event agreement and are negotiable. Please keep in mind that elite athletes will be participating at your venue and try to stock a few

additional healthy choice items for the duration of the event. If the concession sales is run through the venue the LOC should consider discussing a revenue split.

Ceremonies

LOC shall appoint a designated person to arrange a plan for ceremonies and shall coordinate with USS Events & Programs Director, head referees and competitor steward. Before each competition day starts the national anthem shall be played either through the PA system or by a live performer (singer/choir or instrument).

Depending on event one or more ceremonies are to be planned per gender. Please coordinate with USS Events & Program Director for detailed information regarding the specific event.

US Speedskating will provide all medals for event but LOC is more than welcome to provide podium with any VIK gifts not in competition to USS sponsors. For Age Group Nationals a list with all medal sponsors can be displayed.

Please see appendix G and H

Advertising, Marketing and Sponsorship

General

There is not currently a USS Title sponsor for any USS events. The LOC is encouraged to pursue a contract with a local sponsor to fill that role. USS prior to a signed contact must grant approval of title sponsor.

No signage/advertising or vendors of companies that are direct competitors to USS sponsors in their specific industry categories will be allowed in and around the rink during competition. Signage will have to be removed upon USS request. The same exclusivity applies to all promotional material produced by the LOC in connection with the event.

Sponsorship

The LOC is expected to contract local sponsors, partner and/or suppliers. No advertising for tobacco is authorized. Advertisement for alcoholic beverages is subject to USS approval.

The LOC is highly encouraged to sell advertising spaces (i.e. rink board banners, program pages) to its domestic/local sponsors given they are not in competition with USS sponsor categories. All domestic sponsor agreements and banners will need prior approval of USS Marketing Department.

Standard banner size is 1m x 5m with Velcro bands (hooks) on back of banner secured to top and bottom (2 inch). Matt vinyl is best option for look.

Exact location of banners will have to be discussed and agreed upon with USS. Existing advertising in competition to USS sponsors will have to be removed upon US Speedskating's request.

LOC will be given the right for site identification on all printed and promotional materials. Possible examples of sponsors needed for event

- Lodging
- Medical
- F & B (athletes, volunteers, officials) and F & B supplies
- Ice rental
- Internet set up
- Welcome gifts

USS sponsors are authorized to have promotional booth product display at each venue at their cost. Promotional booth for local sponsors is subject to USS approval. LOC shall provide USS with a sufficient space that has the highest possible visibility and access at no cost to USS. Location and space for promotional activities will be subject to the constraints of the organization in each venue. In case of conflict between the parties, USS will take the final decision. Priority in the allocation of space in the venue will be given to sports, officiating, technical and safety activities.

Marketing

If the LOC is comprised of a USS Club, it is encouraged that the club promote itself at the event. Below are ways and ideas of what to include

- Club booth to promote club in area
- Practice schedules of club
- Fee structure
- 'learn to speedskate' vouchers for visiting schools, spectators
- inviting school kids to watch racing

A visit to local schools or a presentation about speedskating by youth club members to their class could spark interest in observing the event. The presentation should be planned shortly ahead of the event. Students could be supplied with free admission or an invite to the club practice session.

Merchandise

US Speedskating owns the right to all US Speedskating and event branded merchandise. The LOC can obtain permission from USS to create and sell merchandise for the specific event upon prior approval.

Television Broadcast / Media

General

Initial notification of the event to national and local media should take place at least 2 months prior to the start of the event. Information concerning the event, the

participants and any stories or events that may be of some interest to the media should be made readily available to all media outlets. If so desired, a pre-event press conference should take place within the week of the start of the event. Media credentials should be easily distributed and obtained to accredited media.

TV Production of Event

US Speedskating owns and retains all rights for Television, Radio and Internet broadcast for all USS sanctioned events. USS expressly reserves the right, at its discretion, to assign such rights to a third party. If the LOC is interested in broadcasting any parts or all of the event a written permission from USS will have to be obtained prior to event.

Local TV stations are welcome and should be encouraged to show parts of the event and interview athletes at times appropriate. A LOC media liaison should accompany the TV crew and provide relevant information to the event as well as supply TV crew with most recent race results and draws.

Media Relations

USS will assist LOC with advance media publicity of the event and providing athletes photography for event purposes.

Photographers should only shoot from designated areas (corners) and should be identified.

A LOC media liaison should provide relevant information to the event as well as supply press with most recent race results and draws.

Appendix A – Event Info Form as a sample below

Copy and adjust for to your needs

2023 USS Short Track Championships & Junior Championships

January 6-8, 2022

Utah Olympic Oval | 5662 S Cougar Lane | Kearns, UT 84118

This event will serve as qualifying event for selecting the US Short Track World Cup Team, World Championships Team and Junior World Championship Team.

This event is open to any skater meeting the age requirement and is fully eligible to represent the US in international competition.

Competition Format: **All Finals - Elimination**

Entry Deadline:

December 27, 2022 at 5pm MT

Late entries accepted until January 1st 5pm MT. A \$100 late entry fee charge will apply

Preliminary Schedule:

Friday: 1500m #1 & 500m #1 – Qualifying Rounds and Finals

Saturday: 1000m #1 & 1500m #2 – Qualifying Rounds and Finals

Sunday: 500m #2 & 1000m #2 – Qualifying Rounds and Finals

Coaches Meeting:

Thursday: 5pm MT via zoom

A Zoom link will be sent to all eligible coaches named by their athletes during the registration process.

Official Training:

Official Training is available complimentary on

Thursday, January 5th: 2:45pm – 3:30pm and 3:45pm to 4:30pm – north ice sheet

For additional training times please contact dparra@uolf.org for pricing and availability.

Travel Information:

Utah Olympic Oval

5662 S Cougar Lane

Kearns, UT 84118

Hotel Information:

Residence Inn by Marriott
7558 S Plaza Center Drive
West Jordan, UT 84084

Limited rooms are available at a discounted rate and are a first come first serve.

Rooms have to be booked before 12/4/2022 to receive rate.

Rate is available from 1/2/2023 to 1/9/2023

[Booking link here](#)

Volunteers:

Please contact LeeAnn Lio at LLio@uolf.org if you would like to volunteer during the event.

Eligibility:

- 13 years of age before July 1st 2022
- Eligible to represent the US at international competition
- or be a member of a foreign NGB if you are not skating as USS member
- 60 spots will be available for each gender
- Relay participation is mandatory

Qualifying Time Standard:

Women: 48.500

Men: 46.000

*times have to be achieved between July 1, 2021 and entry deadline in a USS, ISU or other NGB sanctioned race

Athlete Check-In:

All athletes are required to pick up their helmet cover and transponders either in person or via a designated individual on **Thursday, January 5th between 2pm and 4pm** at the Utah Olympic Oval Timing Deck.

No deposit will be required.

Not returned transponders will be charged to the skater at \$100/unit

Not returned helmet covers will be charged to the skater at \$20/cover

Results:

TBA

Additional Topics:



FULL EVENT NAME

Designate here as Short Track Competition or Long Track Competition

SCHEDULE

**Subject to Change*

DAY, Month DD, YYYY

Time	Warm-up
Time	Races Start
Ladies	500m #1 1000m #1
Men	500m #1 1000m #1 3000m (Jr Points)

DAY, Month DD, YYYY

Time	Warm-up
Time	Races Start
Ladies	500m #2 1500m
Men	500m #2 1500m

DAY, Month DD, YYYY

Time	Warm-up
Time	Races Start
Ladies	3000m 1000m #2 Mass Start
Men	5000m (Sr Points) 1000m #2

Appendix B - Volunteers

Volunteer / Officials Positions

This is a list of volunteers / officials needed to conduct a speedskating event. It is divided in personnel the LOC is providing and personnel USS is providing. Further it is indicated if needed for a Short Track or Long Track competition. The size of the meet will often determine how much help is needed. Most positions are easy to do and with a small amount of effort and time you can be trained and instructed in what your job entails. A skating meet with adequate and competent help will be a very smooth running program.

LOC to provide the following volunteers:

VOLUNTEER COORDINATOR – The volunteer coordinator will be part of the local organizing committee who reports to the event manager. They are responsible for scheduling all volunteers for the entire event and ensuring all volunteer areas are covered. This person will now all the areas of the event that need staffing and will be responsible for dining volunteers to fill those position. The volunteer coordinator will also be responsible for the training of non-technical volunteers and supplying written job descriptions to each volunteer. At least one all-volunteer meeting should be held prior to the event so that the coordinator knows everyone id knowledgeable of their positions, what time they need to be at the venue, where they need to park and what they need to bring. Once the event starts the volunteer coordinator will be on site ensuring every volunteer scheduled is at their post and able to perform the duties.. This person will also be responsible to ensure that the volunteers receive their breaks as scheduled and are fed and happy. If a volunteer does not show as scheduled, the volunteer coordinator should be prepared to substitute with another volunteer to ensure the area is covered and the races continue without interruption

ANNOUNCERS (2; ST & LT)— Having two announcers is advantageous. They can work in shifts or one will do the Ladies events and the other will do the Men’s events. This allows the work to be spilt. It also gives the organizer the luxury of having two people capable of doing the job in case one has a conflicting date problem, develops laryngitis or can’t make it for some other reason. The organizer should provide the Announcers with a list of the entries ASAP. If there are any pronunciation problems they should be so indicated with the list and a phonetic spelling given. For a major event the Organizer can provide an athlete bio and spec sheet for each skater. This gives the announcers the opportunity to expand on their work and make the meet more interesting to the spectator. In Short Track the announcer reports penalties and advancements as directed by the Chief Referee and follows the detailed time schedule to report warm up times, start of races, resurface breaks, etc.

AWARDS (2; ST & LT)– The staff handling the awards must work with the meet director, USS Events Director and/or the Competitors Steward. In some cases, the awards are given on the podium for each race. If not, you will need a table to display the awards. Near the end of the meet you have to arrange the Medallion awards on a table by class so the awards ceremony can move along rapidly. A outline of the conduction of the award ceremony might be provided by USS.

BELL LAP RECORDER (1; ST & LT)– This volunteer records each lap skated by the lead

skater and works with the Lap Counter to verify each lap of an event has been skated. The main reason for this position is to be certain the correct number of laps have been skated to eliminate having an event re-skated because of an error by the Lap Counter. A form is available to record the data.

LAP COUNTER (1; ST & LT) — This person works with the lap cards or lap counting stand to inform the skaters in a race of how many laps they have remaining. This position requires two key volunteers who commit to work the entire meet. Strict attention must be paid to the lead skater since it is the lead skater whose position is used to call off the remaining laps. When there is one lap to go the Lap Counter will ring a bell to let everyone know there is one lap remaining in the race. Usually the lap counter will verbally call out the number of laps remaining in the race as the lead skater passes. This is also helpful to the referee knowing the number of laps to go when writing down their disqualification.

CHECK-IN (2; ST & LT)– Short Track:

Two or more volunteers depending on size of the event usually cover the check-in process the day before racing starts. The Competitors Steward will provide the staff with a list of all competitors entered in the meet. Ziplocks 6 ½” x 6” are usually used to compile the skater packages.

The skater name and assigned helmet cover number should be visible on the outside via a sticker label or marker. The inside content will be the helmet cover as well as a specifically assigned pair of timing transponders.

Long Track:

Skaters will get a specifically assigned pair of timing transponders for the duration of the competition. Pick up is at center ice during warm up sessions.

Additionally the packages can contain passes to the rink if there is an admission charge, any complimentary tickets the competitors will receive or any gift items the organizers were able to acquire for athletes or provided by sponsors. Alphabetical order makes it easier and quicker to distribute the packages.

CHIEF JUDGE (1; ST & LT) — In addition to picking the first place skater, the Chief Judge will assign picking positions to the Finish Line Judges. You should have enough judges so each position has three judges picking each finish position. The Chief Judge shall make the final decision if there is any discrepancy and the decision is final without appeal. If there is a photo finish system, the photo finish capture will be used if available.

Each assistant judge shall make a written note of the number only if the skater finishing in the position to which each is assigned, without referring to any selections made by any of the other judges. The individual decisions shall then be turned over to the judge, who shall compute the standings, record the decision on the officials judge’s card for that event, and note thereon the official time received from the timer. In determining the order of finish where there is disagreement, the judge shall award the skater the finish position in which the most assistant judges recorded such skaters. Following are some examples of judging if for each position are three judges available:

A	Judge 1	Judge 2	Judge 3	
1 st	11	11	21	=11
2 nd	11	32	21	=32
3 rd	21	21	44	=21
4 th	44	44	21	=44

B*	Judge 1	Judge 2	Judge 3	
1 st	11	11	21	=11-21
2 nd	21	11	11	(tie)
3 rd	21	32	32	=32
4 th	44	44	44	=44

C	Judge 1	Judge 2	Judge 3	
1 st	44	44	11	=44
2 nd	21	21	11	=21
3 rd	32	32	44	=32
4 th	11	11	32	=11

D**	Judge 1	Judge 2	Judge 3	
1 st	11	11	32	=11
2 nd	11	11	44	=21
3 rd	32	32	11	=32
4 th	44	44	44	=44

E*	Judge 1	Judge 2	Judge 3	
1 st	11	21	44	=11-21
2 nd	11	21	44	(tie)
3 rd	44	32	32	=32
4 th	44	44	44	=44

F*	Judge 1	Judge 2	Judge 3	
1 st	21	21	11	=11-21
2 nd	21	21	11	(tie)
3 rd	44	44	44	=44
4 th	44	44	32	=32

FINISH LINE JUDGES (ST & LT) — They shall pick the finish position assigned to them by the Chief Judge. The first part of the blade crossing the finish line, on or off of the ice, is what is called at the finish. If the skater kicks out his foot at the finish they will in all probability be disqualified by the referee. Your only job is to make the call of the blade at the line, record your view and report it to the Chief Judge. All calls will be made independently of the other Judges at the finish line. A form is provided for you to make your written record of your observation. You must be decisive in this job and if you are not able to be exact and accurate this is not a job for you.

There will be 12 judges needed for Short Track and 6 for Long Track.

ASSISTANT TIMERS (ST & LT)

The timers keep the time of the race in progress. In some cases, there are races where the fastest 3rd place time is needed to advance to the next round. It is important the chief timer has enough help to also get the fastest 4th place time. The reason for this is if there is a disqualification in the races, the fastest 4th will then automatically become the fastest 3rd. By having multiple manual times we are being fair to the skaters. Manual times are only used as backup when Photo Finish timing fails.

If manual timing is used though then procedures according to ISU rule 250 will have to be followed.

TRACK STEWARDS (4-8; ST & LT) –

Short Track:

The track steward team will work with two on each end of the rink. You will move the track at the direction indicated by the referee. Excellent skating skills are required. During the race you will remain in the corner on the turn entrance outside the track or inside the turn behind the assistant referee. When a block is moved out of position you replace it. Best results occur when one individual picks up the block that has been moved while the second individual replaces the missing block. If multiple blocks are missing, replace the apex block first then the blocks on the front side of the apex block. Track stewards should have an additional two blocks in their hands at all times. We have 5 tracks and each color-coded. It is critical you know what color the race is on so the right track can be replaced as needed. Keep your eyes on the track not the event. When you replace a block be sure you have the time and room. At the speeds the upper level skaters are going you will at times only have an 8+ second range which gives you a small window of time to go on and off the track area. If you have the slightest doubt about safety do not make the move. Being a good skater doesn't mean you will be a good track steward. This is a very important and attention oriented position. The referee will require these track steward

volunteers to wear helmets. For a full weekend of racing at least 8 (4 per day or work in shifts) are needed to lessen workload and on-ice time for each team. Those positions are crucial to ensure safe racing and requires very good, fast and agile skaters. Track stewards currently not on the ice are providing 2 filled 5 gallon water buckets for ice maintenance in between races.

Long Track:

There should be 2 track stewards in each turn to replace blocks/cones in case they are kicked out of place. The track stewards will also place the blocks before the first start of the race and after full ice resurfaces. The placement of the blocks according to the rules is crucial and should be verified with the head referee before.

ICE MAINTENANCE –

The rink should have a knowledgeable person on site to drive the Zamboni, controls water temperature, slab temperature, knows resurface schedule and general conditions in the facility.

Short Track:

The track stewards are also responsible for ensuring watering the ice, squeegee and ice repair. Quality of ice is critical to the success of the event. Each person on the ice related crew has an important function to be sure it all comes together. One thing that is always remembered by the skaters after an event is the ice conditions. One track steward will pour water on the skating track, the other will squeegee after and distribute the water evenly in the cracks. The referee will often direct the ice maintenance crew / track stewards to fix gouges and bad areas. Be sure you have a smaller bucket with slush, a hockey puck and a canister of CO2 to make quick ice fixes.

Long Track:

A small bucket with slush and a hockey puck should be available in each corner for ice fixes. One CO2 canister to freeze quickly should be at center ice.

HEAT BOX CHIEF ATTENDANT (2; ST) — Control the flow of traffic in the heat box area. One person will have the most current draw of the race and will ensure that all skaters up for the next races are in the heat box. Keep the couriers moving clothing and skate guards out of the area and to the exit area. While a race is in progress you will be busy setting up the next event in the heat box so they are ready to go on the ice. All functions pertaining to the heat box staff and responsibilities are to be coordinated by the chief attendant. This is a very active area that requires organization skills. The flow of the entire event depends on the flow in the heat box area.

HEAT BOX ATTENDANTS (up to 6; ST) — When the skaters leave the heat box and go on the ice their warm-ups, shoes (possibly) and skate guards will remain behind. The guards will be taken off when they get on the ice. One person will collect the guards and transport them to the skaters exit area and place the guards on a specific board so they can retrieve their own guards before coming off the ice. Everything else will be transported in plastic totes to the skaters exit area. It is best to have one skater's clothing per tote to save them time when they get off the ice. A rotation system can be worked out so the work is divided up. The organizer should provide the banquet type tablets at the exit area for the tote boxes to be placed on. In a larger entry meet six people will be needed to do this properly.

HEAT BOX ON/OFF-ICE DOOR CONTROL (2; ST) - Heat box on/off area should be restricted to skaters in the next race only. Parents and coaches are not allowed in the heat box. Skaters will arrive to the heat box about 5-6 races prior to their race. The heat box can be

very congested with skaters for numerous races. The entrance door individual needs to make sure that the skaters do not get on the ice until they are supposed to. They need to listen to the starters whistle, which signifies that all racers have completed the race. Do not open the door until all skaters have completed the race. You must also check to make sure the skaters have their warm-ups off and all of their required equipment on. The exit door individual opens the door at the end of the race and helps the skaters get off the ice as quickly as possible. These two areas are the cause of most delays in a meet.

HOSPITALITY – Hospitality should be set up for VIP, Sponsors, skaters, officials, coaches, staff and volunteers. For Olympic Trials a separate VIP section should be set up for sponsors and local dignitaries. Those in charge of the hospitality areas are responsible for ordering the food and beverages from those specified above. The skaters' hospitality should be separate from the coaches, officials, staff and volunteer area. The skater's hospitality should include food and beverage that is appropriate for high performance athletes. An appropriate number of meals should be served for everyone helping with the event depending on the length of the event. Ideally there should be separate set up areas for coaches and staff; volunteers; officials; athletes.

LOCKER ROOM COURIER (1; ST)- We expect the skaters to be present when called to the heat box. A heat box announcer will call the skaters to the heat box from the locker rooms well in advance of their event. Your job, if necessary, is to hunt down a lost skater. You will have the skaters' name and number and it will be important you become familiar with the skaters' uniform colors that will make your job easier. It is the skaters' and coaches responsibility to be in the heat box when called. You are the backup to an error by either or both of them. This often can be done by kids.

MEET DIRECTOR — The Meet Director is the coordinator of all the key positions of the meet in all areas. In many instances specific areas are selected and confirmed by the Meet Director and that person will line up the help they need in their particular area of need. The other alternative is the director lines up nearly everyone for the event. However, the director must be certain each and every position is covered. The one main point to be remembered is assume nothing. In most instances the director is an individual having a very thorough knowledge of all the areas of the event and has the time to devote to the task. It is a position which can be very time consuming and likewise, very satisfying when everything falls in place and the meet is a big success. Time frames must be developed, coordination with the rink, transportation, all area chairpersons, and all details. The bottom line is the director is the person responsible for every aspect of the meet.

PAD SET-UP AND TAKE-DOWN — This is a job that can't have too much help. You do NOT want any younger kids helping because they get careless and run the risk of injury from a fall. Once the pads are delivered and stacked at the rink you need a crew of people to place the padding on the ice. You need at least a dozen people and preferably more. These are meet officials or volunteers who can serve a dual capacity before and after the meet. Pads will be placed accordingly to the pad requirement sheet and will be secured to one another. USS will coordinate shipping of the pad system or set up with the Meet Director.

HEATS & RESULT RUNNER (2; ST & LT) — The paper couriers have the task of moving the paper around as the Competitors Stewards (ST) or Referees (LT) get results to the copy center. A copy of the next racing round will be put on a designated wall. Several people are needed to do this task so it can be completed quickly. The same person should do the same task each time to assure consistency and avoid any area being missed.

POINTER – Pointers are human way finding signs. They should assist spectators, athletes and coaches with finding their way around the area. The pointers should have an upbeat personality who enjoys interacting with large crowds. They should be knowledgeable in aspects of the event such as schedule, venue layout and basic sport knowledge.

TICKET TAKERS – Depending on size of the event ticket takers will check on eligibility of entering into the venue and hand out event programs.

ANTI-DOPING CHAPERONES (6; ST & LT) – According to USADA rules a chaperone will have to accompany a selected athlete from the time they have been informed till they enter the official Anti-Doping room. The chaperones will have to be able to accompany the athlete during a cool down jog. One chaperone is needed per athlete selected. USS will disclose ahead of time how many chaperones will be needed.

VIDEO CAMERA OPERATORS (2; ST) – 2 video cameras are used, one at each turn entry, to capture video footage used by the referees for review in questionable situations. Those individuals should be experienced in handling video equipment and operating a camera with zoom function.

USS will provide the following officials:

CHIEF/HEAD REFEREE (1 ST & 1-2 LT) - The referee is the person in charge of the meet. With the exception of the Finish Judge or Photo Finish Judge, the referee has to make the final decisions. The meet organizer can make the job of the referee much easier by having all area of help covered with qualified volunteer officials. A thorough knowledge of the rules is a requirement. Excellent skating skills are also needed. The ability to stay on the ice for long periods is often required. This is the “buck stops here job”.

The chief / head referee shall conduct a meeting prior to the officials coaches meeting with all assistant referees, other key official positions and the meet director to review the rules to be followed and any coordination efforts needed with the meet director. Further the chief / head referee will complete an event review report and submit to US Speedskating Events & Programs Director no later than 30 days after completion of competition.

The referees have authority to stop any warm up or racing from starting or while it's underway if an unsafe situation is seen or develops. The referees shall make sure before the on ice warm up starts that:

- mats are safe and secured
- all doors are closed
- all workers are off the ice
- that only designated skaters are on each session
- skaters wearing proper safety equipment
- skaters do not stand along the walls
- skaters only do starts on the inside of the track at red center line

ASSISTANT REFEREES (2; ST & LT)- The individuals working as the assistant to the referee often times have worked in the referee position and usually are totally aware of all the responsibilities of the referee in charge. The assistants record any irregularities in a race and report their view to the Referee. If there are discrepancies in their views they usually have a very brief discussion and the Referee makes the final call. The assistants also carry out specific requests or instructions given to them by the Referee. One of the lesser-noticed tasks is verifying the track markers are on the same track at each end of the rink. Usually in major meets the markers are moved after each race to assure quality ice.

VIDEO REFEREE (1; ST)

The video referee will operate the video recording equipment. This referee highly depends on the 2 video operators and might give direction to those volunteers on what exactly to capture with each camera. He will assist the Chief Referee in reviewing critical race situations and making accordingly decisions.

STARTER (1; ST & LT) - The starter is in charge of the starting of the event, assesses false starts, notifies the skaters having a false start and has control of the race up to the apex of the first turn. The starter must watch the entire event in case there is a callback by the referee where the skaters are not competing or if the referee stops the event due to an injury.

ASSISTANT STARTER (1; ST & LT) – The assistant starter works with the starter of the competition. Usually the starting work is split between the two individuals working as a team and they will alternate as the starter or assistant. To do this they must be well versed in the starting procedure and be fully aware of the starting rules. The assistant starter will call false starts on the event and will determine if a skater falls before or after passing the apex block of the first turn. The individual should be familiar with using a pistol and be able to reload the starting gun. Earplugs are suggested.

COMPETITORS STEWARD (1; ST) - This position is to work initially from the entry list by class. He/she will verify age, division and seed times. The Competitors Steward will make up the qualifying rounds of the races according to seeding rules and procedures described for that competition in either the ST or LT Rules. The competitor steward will operate the meet software and generate the order of races, time schedule and each individual race accordingly to previous results. He/she will publicize on the start list the distance, indication of round and the number of skaters who qualify for next rounds.

The competitor steward will combine age and gender classes for skating purposes, if appropriate, with the approval of the referee. Scoring towards championships shall be kept separate by class and records will be allowed if they meet the normal criteria. He/she will record the official time of each race as determined by the timer/photo finish and verify the time for records. He/she will keep a cumulative record of points scored by competitors. At end of competition the competitor steward will forward the list of new records, meet protocol, surveyor certificate and cover sheet signed by the chief official to the National Office within 30 days of conclusion of the meet.

The Competitor Stewards shall arrange the heats of the Relay Teams (Age Group Nationals) according to best times available so that entered teams have as equal an ability to win in each heat as possible.

ASSISTANT COMPETITORS STEWARD (1; ST) — The assistant competitor steward will provide any additional help as needed to the competitor steward.

PHOTO FINISH JUDGE (2; ST & LT) — Photo finish equipment will be used during Olympic Trials. The Photo Finish Judge shall read the photo finish. They shall report the order of finish and times of each competitor to the Competitors Steward or electronic equipment recording the results of each race. The results shall be considered official.

Appendix C – Equipment Needs

Field of Play

Below you will find a list of needed equipment and set up suggestions for the Field of Play and various operations areas around the immediate ice sheet to conduct the competition.

Officials / Timing / Announcing

Referees

- Radios for 5-8 referees, preferable with headset

Competitor Steward

- 6 foot table set up rink side, left of finish line next to photo finish/timing
- 3 chairs or bench for 2 ppl
- Electrical outlets (6)
- Good quality printer and 2 cases of office paper
- Masking tape, paper clips/binders, stapler, file box to keep race reports organized
- Separated from coaches box and skaters
- Internet connection

Photo Finish

- 6 foot table set up rink side right behind finish line
- 3 chairs or bench
- Electrical outlets on a separate circuit than competitor steward
- LAN cable from middle line over ice rink to other side
- Printer
- Internet connection

Video Replay

- 4 foot table to set up video replay equipment close to competitor steward
- Table should be level with hockey boards
- 1 chair for video official
- 1 platform in each corner, size approx.. 4' x 4' for camera tripod and operator
- Platform elevated to about 2 ft.
- 1 chair on each platform
- Electrical power supply at each camera

Hand Timers

- 12 stop watches
- Staggered benches (3 steps) behind finish line and photo finish or very close
- Space for up to 20 people if needed with clear view of the finish line

Lap Counter

- Elevated chair for Lap Counter

- Bell for indication of last lap
- 5-6 sets of lap cards to be used during relay. Each set must be different color.

Starter

- Elevation to the ground so starter can see start position closest to boards/pads
- Elevation needs to be movable (bench, podium etc)
- Speaker which amplifies start command

Announcer

- Microphone connected to PA system
- PA system to be capable to connect ipod for music/national anthem
- Table & chair
- Location is variable

Operations Area Set Up

Coaches Box

- Elevation (bench, podium etc) about 1-2 foot high with space for 5-6 coaches besides each other (approx. 15-20 foot long)
- Physical separation as entrance to coaches box
- Located at turn exit on one side of the rink

Heat Box

- Seats for at least 25-30 skaters
- Rubber mats from seating area to ice entrance
- 10 bins for skater equipment
- Rubber mats at exit

Photographers

- Designated areas in turns for photographers
- Roped off

Medical

- Designated good visible area for medical personnel
- East access to ice surface with medical equipment

Race Equipment needs

The following equipment is needed to ensure a great competition with minimum delays.

Track Marker

- 20 USS or ISU approved short track marker

Lap Counter & Bell

- Standing bell or hand bell to indicate the last lap
- Good visible lap counter able to show 14 laps
- For relays 4 different colored binders with each numbers up to 45

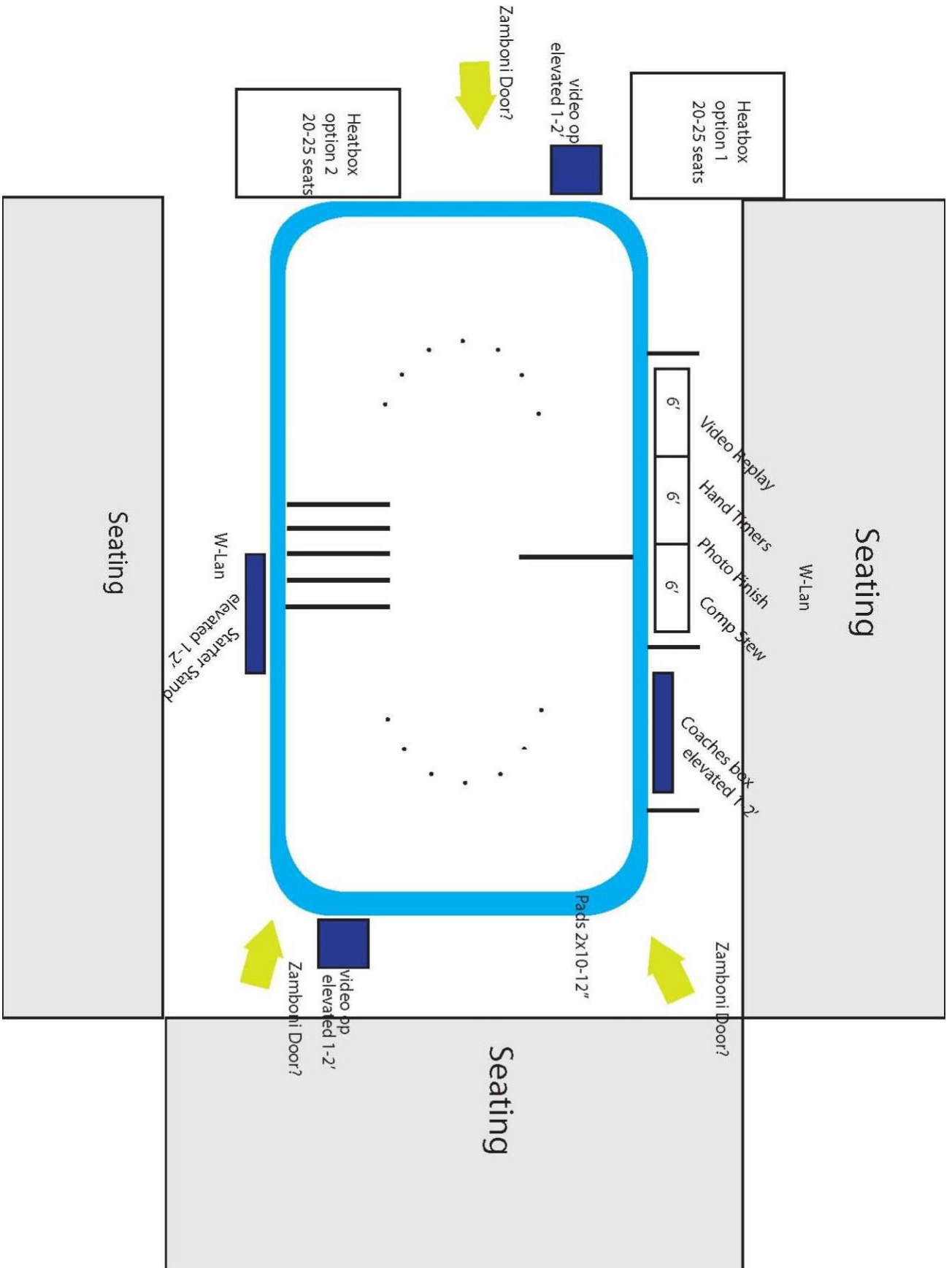
Track Steward

- 2 squeegees
- Four 5 gallon water buckets
- 1 bucket with slush and a trowel or a hockey puck
- 1 CO2 canister to quick freeze ice fixes

Finish / Start line set up

- Straight edge at least 8 ft long
- Router with router bit $\frac{1}{4}$ inch
- Shop vacuum
- Electrical power
- 5 different colors for tracks (blue, red, yellow, green, black)

Appendix E – Sample Layout Of Rink



Appendix F – Qualification Table

Short Track Age Group Nationals

Divisions	Mandatory Distances/ Skaters in the Finals			
Junior E (7-10)	222/5	333/5	500/5	777/6
Junior D (11-12)	333/5	500/5	777/5	1000/6
Junior C (13-14)	500/4	777/5	1000/5	1500/7
Junior B (15-16)	500/4	1000/5	1500/7	1000/5
Open (17+)	500/4	1000/5	1500/7	1000/5
Master Divisions	500/5	777/5	1000/6	1500/6
Relays Junior C and older	3000 Heats & Finals			

[Link to Qualification Table ST](#)

Long Track Age Group Nationals

Divisions	Mandatory Distances for National Championship				
Junior E (7 -10)	200	300	400	500	600 *
# skaters in Final	6	6	8	8	8
Junior D (11-12)	300	400	500	600	800 *
# skaters in Final	6	6	6	8	8
Junior C (13-14)	300	500	800	1000	1500 *
# skaters in Final	6	6	8	8	8
Junior B (15-16)	500	800	1000	1500	3000 *
# skaters in Final	6	8	8	8	15
Junior A (17-18)	500	800	1000	1500	3000 *
# skaters in Final	6	8	8	8	15
Senior (19 years +)	500	800	1000	1500	3000 *
# skaters in Final	6	8	8	8	15
Master Divisions	500	800	1000	1500	1500 * or 3000*
# skaters in Final	6	8	8	8	8 15
Team Pursuit	Ladies-6laps		Men-8laps		

[Link to Qualification Table LT](#)

Appendix H – Medals & Titles for Age Group Nationals

ST Age Group Nationals

- 1) The following overall medals will be awarded for each division
 - a) The overall classification will be determined by the highest number of final points accumulated over four distances in each division
 - b) Medals will be awarded to the 1st, 2nd and 3rd place finishers in the overall classification
- 2) The following distance awards will be awarded for each division
 - a) The distance classification is determined for each distance by the final points earned in that distance
 - b) Awards will be given for the 1st, 2nd and 3rd place finishers in each distance
- 3) The following overall awards will be awarded for the relay event
 - a) Awards will be given to all four members of the relay team that participate in the final event
 - b) Awards will be given to the 1st, 2nd and 3rd place teams
- 4) The title of National Club Champion will be designated to the club that earns the highest club championship points. A Banner will be awarded to the National Club Champion.

LT Age Group Nationals

- 5) The following overall medals will be awarded for each division
 - a) The overall classification will be determined by the highest number of final points accumulated over five distances in each division
 - b) Medals will be awarded to the 1st, 2nd and 3rd place finishers in the overall classification
- 6) The following distance awards will be awarded for each division
 - a) The distance classification is determined for each distance by the final points earned in that distance
 - b) Awards will be given for the 1st, 2nd and 3rd place finishers in each distance
- 7) The following overall awards will be awarded for the team pursuit event
 - a) Awards will be given to all three members of the pursuit team that participate in the final event
 - b) Awards will be given to the 1st, 2nd and 3rd place teams
- 8) The title of National Club Champion will be designated to the club that earns the highest club championship points. A Banner will be awarded to the National Club Champion.

National Speedskating Marathon

- 9) The following overall medals will be awarded for each division
 - a) The overall classification is determined by the fastest finish times in each division
 - b) Medals will be awarded to 1st, 2nd, 3rd fastest finisher in each division for the 25k race
 - c) Medals will be awarded to 1st, 2nd, 3rd fastest finisher in each division for the 50k race

Special Considerations

- 1) A skater must compete in all distances in order to be awarded an overall medal
- 2) In the event the meet is canceled, the overall classification at time of cancellation shall be used to determine awards, provided at least 50% of the division final events have been completed.

Medal Sponsor Recognition

- 1) A list of ASU Foundation medal sponsors should be given to the event organizers for inclusion in award ceremonies and event programs at the Championships, which receive medal-sponsoring funding.

Appendix I – National Marathon

Officials positions at National Marathon Events are slightly different. Below is an outline of needed officials

- one referee and one or more assistant referees selected by the referee
- one competitor steward and an assistant competitor steward
- one judge and at least five assistant judges
- one timer and three assistant timers
- one lap counter; each skater is responsible to provide their own personal lap counter
- one announcer
- first aid and medical personnel

For description of volunteer and officials position please check Appendix B