



**ALBERTA AMATEUR SPEED SKATING ASSOCIATION
OFFICIALS DEVELOPMENT BULLETIN**

September 9, 2016

Definitions

1. Alberta Official

In order to be considered an Alberta official for the purposes of this ODB, individuals must:

- a. Be a member in good standing of an Alberta speed skating club for the current season, and;
- b. Be a paid-up member of AASSA/SSC in the current season with at least an “Associate Membership”.
- c. Have their permanent residency in Alberta unless they reside in a neighbouring province and the nearest club is located in Alberta.
- d. Successfully completed at minimum a Level 1 Officials course and;
- e. Participate in the required competitions in the capacity of a:
 - i. Referee or Starter (Levels 1, 2, 3, 4 and 5)
 - ii. Competitors Steward (Levels 4 and 5)
 - iii. Meet Coordinator, Recorder, Timer/Electronic Timer, Finish Line Judge, Announcer, Track Steward, Clerk of Course/Heat Box Steward, Lap Recorder (Levels 1, 2 and 3)

2. Club Competition

A club competition is;

- a. A meet organized by a club, for its own membership
- b. Not provincially sanctioned
- c. The club is responsible for providing its own Officials

3. Provincial Competition

- a. An Alberta sanctioned event where AASSA records can be set
- b. An AASSA sanction is required and a SSC sanction is optional.
- c. Be open to SSC or ISU members
- d. At the request of the host club, the AASSA ODC will assist in selecting Officials to serve as the Chief Starter and Chief Referee.
- e. At the request of the host club, AASSA ODC may also name Officials to serve in other chief positions if the need arises.
- f. At the request of the host club, the AASSA ODC may reimburse clubs the travel costs for one chief Official. The ODC will reimburse clubs these expenses according to the current reimbursement schedule as set by the AASSA finance committee and approved by the AASSA membership.
- g. In special circumstances, host clubs may also request additional funding from the ODC for travel expenses for chief Officials. The decision to provide such funding is dependant upon the host club’s financial need as well as potential for local Officials development and is at the discretion of the ODC.

4. National Competition

A national competition is;

- a. Is one of the Long Track Championships listed in the Red Book (B5-201)
- b. Canadian Junior Championship
- c. Canadian Age Class Long Track Championships
- d. Canadian Single Distance Championships
- e. Is one of the Short Track Championships listed in the Red Book (B5-202)
- f. Canadian Senior Championships
- g. Canada East Short Track Championships
- h. Canada West Short Championships
- i. Canadian Open Championships
- j. An SSC sanction is required
- k. The SSC ODC will notify the host committee of the Referees, Starters and Competitors Steward assigned to the competition and of the level of funding provided by SSC ODC.
- l. At the request of the host club, the AASSA ODC will provide support in finding Officials for the remaining positions.

Officials Development Committee (ODC) Structure

5. The ODC Structure;

- a. The ODC consists of the VP Officials plus one appointed representative from every club that wants to have a member on the Committee.
- b. ODC members must be paid-up members of an Alberta speed skating club and of the Alberta Amateur Speed Skating Association (AASSA) and Speed Skating Canada (SSC) in the current season.
- c. The club representatives are the liaison between the clubs and the ODC and are responsible for communicating between the clubs and the ODC.
- d. The VP Officials is elected at the AASSA Annual General Meeting (AGM).
- e. Other members are elected or named to the ODC by their club's executive.
- f. The ODC reports to the AASSA Executive and Board.
- g. The full ODC meets the first Tuesday of every month to establish policies, discuss programs and evaluate performance of Officials.
- h. The ODC meetings are open to AASSA members in good standing.
- i. The VP Officials can call a closed meeting to discuss confidential issues.
- j. When an urgent decision is required concerning matters covered in this Bulletin and the full ODC is not scheduled to meet in time to make the decision, the VP Officials may use his/her discretion to make the necessary decision. The full ODC shall be informed of any such decision as soon as possible after the decision is made.
- k. Three members of the ODC can call a meeting of the full ODC.
- l. If an ODC member is asked (or asks) to withdraw from a discussion due to a perceived conflict of interest, then the committee member may have another member of their home club act in their place during discussions and for voting purposes.

6. Objectives and Goals of the ODC

The goals of the Officials Development Committee are:

- a. To provide Provincial Officials certification program
- b. To ensure the availability of qualified Officials through education and accreditation
- c. To support identified and qualified Officials to competitions and clinics outside of the province
- d. To provide Officials clinics within the province as required
- e. To appoint and support qualified course conductors to clinics as required
- f. To prepare and publish an annual Officials Development Bulletin (ODB)
- g. To prepare a report for the Annual General Meeting (AGM)
- h. To prepare and submit an annual ODC budget
- i. To provide a set of guidelines and protocols to be followed in situations arising
- j. To ensure a safe environment
- k. To assist in the development of Officials from the club level to the provincial and national levels.

7. Authority of the ODC

The ODC shall decide and resolve matters of:

- a. Assignment of Officials to AASSA sanctioned competitions
- b. Certification of Level 1 and 2 Officials
- c. Recommendations for Level 3 certification
- d. Assignment of course conductors for Level 1 and 2 Officials clinics
- e. All other matters pertaining to Officials, or the ODB
- f. The ODC is responsible for maintenance and upkeep of the AASSA owned competition equipment.
- g. The ODC makes recommendations for participation in all SSC and ISU Officials development programs
- h. The ODC reserves the right to modify or change the enclosed policies in the event that exceptional circumstances arise, and that any such changes are clearly in the best interest of the Officials program. In these situations, any changes will be made public as soon as they are confirmed by the ODC.
- i. Any request of the ODC to modify or change the enclosed policies shall be made through club representatives or alternatively through the Chair of the ODC.

8. Appeal Process

- a. If a decision of the ODC is appealed, the following procedure will be followed:
 - i. The matter shall be referred to the AASSA Ombudsman Committee
 - ii. The AASSA Ombudsman Committee will consider statements from the body who made the decision and from the appellant
 - iii. The AASSA Ombudsman Committee will indicate when a decision will be made;
 - iv. The decision will be sent to the appellant in writing
 - v. The general membership of AASSA will be made aware of the outcome by memo when appropriate.

9. Officials Development Bulletin Release Dates

- a. The new ODB should be available by September 1st of the season it governs, subject to any changes necessitated by developments at the SSC AGM. In case of such delays, the ODB should be prepared as soon as possible.
- b. The ODB may be edited at any time throughout the year. This will allow for any policy changes from SSC ODC.

AASSA Sanctions

10. AASSA Sanctions

Sanctions are the primary mechanism through which competitions are recognized by AASSA. When AASSA issues a sanction and an organizer accepts a sanction, this represents a formal agreement between the competition organizers and AASSA.

This agreement stipulates:

- a. That the results of this competition will be recognized by AASSA as official results to be used for seeding and/or ranking purposes according to the criteria outlined by the Competitions Bulletin and/or Skaters Development Bulletin.
- b. That AASSA will assist the coordinators in recruiting Chief Officials and provide financial support for one Chief if necessary.
- c. That the organizers will conduct the competition according to the skating rules and regulations of SSC and AASSA.
- d. That the Recorder will submit the .pat file to the AASSA Branch Data Manager.
- e. That the Meet Coordinator will submit any medical reports to the AASSA office within two weeks of completion of the competition, along with a list of officials.
- f. That the organizers will submit the Officials and Coaching Development Fee to the AASSA office within two weeks of completion of the competition.
- g. That the organizers will submit an electronic copy of the protocol to the AASSA office within two weeks of the completion of the competition.
- h. That the organizers will adhere to and enforce the safety regulations (including minimum safety mat standards) as outlined in section D of the Red Book.

11. Applying for a Sanction

In order to apply for a sanction, the competition organizers must submit a completed sanction request form (available on the AASSA website) to the AASSA office twenty-one days prior to the start of the competition.

12. Assignment of Officials to AASSA Sanctioned Competitions

- a. At the request of the host club, the ODC will assist in selecting a Chief Starter and Chief Referee for provincially sanctioned meets. At the request of the host club, the ODC may also assign other Chief Officials including: Chief Meet Coordinator, Chief Timer, Chief Place Judge, Chief Recorder, and Chief Lap Recorder.
- b. When naming the individuals, the ODC will take into consideration the following factors; an individual's proximity to the event, the cost for travel/accommodations, whether or not an official is actively working on upgrading his/her certification, amongst other things.
- c. If necessary, ODC will reimburse the host club for the travel, accommodation for one Chief Official and will consider additional reimbursement
- d. In order to be considered for assignment to an AASSA sanctioned competition, Alberta Officials must inform the ODC of their preferred assignments
- e. Assignment requests will be reviewed by the ODC and an assignment list will be prepared

13. Host Club Responsibilities

- a. The host club is responsible for filling the remaining positions from their club membership or local clubs.
- b. Clubs must work with the ODC and AASSA office to arrange the most efficient travel/accommodation plans
- c. The host club is responsible for the travel expenses of their Chief Officials. Expenses may include:
- d. Hotel
- e. Mileage (\$0.35 / km)
- f. \$35 per diem (per competition day)
- g. The Host Club must reimburse the Official at the end of the event.
- h. Clubs may request reimbursement for the expenses for 1 (one) Official from AASSA.
- i. Clubs must submit expense claim forms to the AASSA office within two weeks following the event.
- j. AASSA will reimburse up to \$125 per day for the hotel.
- k. AASSA will reimburse full amount of Mileage and per diem.

14. AASSA's Responsibilities

- a. It is part of the ODC's mandate to ensure that there are qualified Officials in all chief positions at provincially sanctioned events.
- b. The ODC will also assist host clubs in filling the remaining chief positions as necessary and at the request of the host club.
- c. AASSA will work with the appointed official and the host club to arrange the most efficient travel/accommodation plans
- d. Reimbursement to the club for the Chief Officials travel/accommodation/per diem should be finalized within 30 days of the event according to the current season's reimbursement schedule as set by the AASSA finance committee and approved by the AASSA membership

National Officials' Certification Program

15. National Officials' Certification Program

The National Officials Certification Program consists of five levels for Referees and Starters, four levels for Meet Coordinators and three levels for Timers, Finish Line Judges, Announcers, Recorders, and all other Officials (track stewards, lap counters). Each level has specific technical, practical and performance requirements. For complete details please refer to the Officials section on the SSC website. AASSA is responsible for Level 1 and Level 2 certification and must adhere to the National Officials Certification Program requirements.

16. Officials' Upgrades

- a. Individuals are responsible for tracking their own progress within the National Officials Certification Program.
- b. Once fulfilling the requirements for certification at a specific level, Officials may request to be upgraded. These requests must be accompanied by evidence achievement of technical, practical and performance requirements as per the criteria outlined in the Officials section of the SSC website.
- c. Supporting documentation of such evidence may include copies of:
 - i. certificate from clinics (technical)
 - ii. logbook or passport (practical), and
 - iii. positive evaluations or letters of reference (performance).
 - iv. All requests for Level 1 and 2 upgrades must be submitted in writing to the ODC (through the AASSA office) by April 1st of the current season. Requests for Level 1 and Level 2 certification will be discussed and adjudicated by the ODC.
 - v. Requests for Level 3 upgraded must be submitted to ODC at least one month before the SSC deadline for applications. AASSA ODC will consider upgrades at these times only. Applications will be discussed and evaluated by the ODC. Completed applications will be considered for recommendation to SSC.
 - vi. The final decision for Level 3 upgrade will be determined by the SSC Officials Development Committee.

17. Officials' Clinics

- a. Introduction to Officiating
 - i. The organization, advertising, and expenses for Introduction to Officiating clinics are the responsibility of the host club.
 - ii. AASSA will provide a qualified course conductor and the host club must pay the travel expenses and a \$50 honoraria for this individual.
- b. Level 2 Clinics
 - i. The organization, advertising, and expenses for Level 2 Officials Clinics are the responsibility of AASSA.
 - ii. Course Conductors will be paid an honorarium of \$50 per day to instruct a Level 2 Officials Clinic. Mileage and accommodation/per diem if required will be paid according to the current AASSA Expense Claim rates.
 - iii. Clubs may also request specific Level 2 Officials Clinics. In this case, AASSA will provide a Level 2 course conductor, but the organization, advertising, and expenses for such clinics will be the responsibility of the host club.

- iv. A fee of \$25.00 per day will be charged to the Host Club for all Level 2 Officials Clinics with a minimum of six participants in attendance. Clinics with less than six participants may be cancelled
 - v. The availability of Level 2 Officials Clinics is based on demand.
- c. Level 3 Clinics
- i. Level 3 Clinics (or National Clinics) are organized by SSC's Officials Development Committee on a rotational basis.
 - ii. The AASSA ODC will make recommendations for qualified Level 2 Officials to attend these clinics. The AASSA ODC will also provide some financial assistance to Level 2 Officials to attend such clinics.
 - iii. If the need arises in Alberta, AASSA may also request to host a Level 3 clinic in a different specialty than that scheduled for that particular season. SSC's responsibility in such cases would be limited to appointing the course conductor.
 - iv. Responsibility for all expenses related to such clinic rests with the hosting Branch.
 - v. Course conductor's expenses are reimbursed at the current SSC rate.

Mentor Meet

18. Mentor Meet

- a. At the request of the club, the ODC will consider creating a mentor meet.
- b. The ODC will provide all Chief Officials to run the meet, the host club will provide Assistant Chiefs to be mentored.
- c. An Introduction to Officiating clinic must be arranged just prior to the mentor meet (see Officials Clinics)
- d. A meet named by the ODC as being an event supported by AASSA in the following manner;
- e. Awarded to a club in need of assistance (new club or one that is being re-structured) to create a positive training environment to teach and/or upgrade Officials

Rule Changes

19. Rule Changes

- a. All proposed AASSA and SSC rule changes and recommendations must be submitted to the ODC no later than March 1st of the current season.
- b. The ODC will then review the submissions and present them to the general membership at the AASSA AGM.
- c. SSC rule changes and recommendations must first be endorsed by the general membership at the AASSA AGM and then will be submitted to SSC for consideration at the SSC AGM.
- d. AASSA rules changes and recommendations will be ratified at the AASSA AGM.
- e. The results of the Rules Workshop which is held annually at the SSC AGM should be disseminated to the club level through the ODC.

Meet Software

20. Meet Software

- a. The ODC has committed to support the SSC initiative to consolidate skater data.
- b. In support of this initiative all clubs are strongly encouraged to use the SSC endorsed software.
- c. As per the ODC's mandate, updates will be communicated to all clubs prior to the season commencing (see Mandate)

Electronic Timing

21. AASSA Finish Lynx Mobile Timing System

- a. The ODC has committed to support the AASSA initiative to develop the use of electronic timing at as many provincial competitions as possible..
- b. In support of this initiative all clubs are strongly encouraged to use the AASSA endorsed equipment as long as they can provide 2 volunteers to be trained on the setup and operation of the Finish Lynx system.
- c. As per the ODC's mandate, clubs can request the use of the system at their meet as the system becomes available.
- d. The ODC will encourage and provide training opportunities to develop more electronic timing officials throughout the province.

Recognition Program

22. Recognition Program

- a. Recognition of the time and effort individuals give as Officials to the sport of speed skating in Alberta is the responsibility of the ODC and SSC.
- b. Pins are awarded to individuals after 5, 10, 15, and 20 years of service at the recommendation of the ODC. These pins are supplied by SSC.
- c. Year 1 of service is considered to be the year that an official attained Level 1 status in any official capacity.
- d. Active official means a year in which the individual met the definition of an Alberta Official as described in the definitions section of the ODC Bulletin.
- e. AASSA Name Badges are given to Level 2 Officials in order to reflect their level of expertise.