



Referee Meet preparation (ST and LT)

- A. LONGER TERM (at least two months before)**
1. Secure special publications and announcements:
 - ISU Communications, SSC High Performance Bulletins, Memorandums, Protocols etc.
 2. Confirm Travel and Accommodation Arrangements
 - Air Ticket
 3. Make Meet Coordinator aware of all documents that you will require prior to arrival OR on arrival
 - All Announcements
 - Sanctions
 - Track Survey ISU Diagram Short Track, SSC Annexes
 - Electronic Timing Certification
 - All seeding documents (Ranking, eligible entries, etc.)
 - Make sure the meet coordinator/competitors steward/recorder has a copy of any skaters who have a yellow or red card that will at the competition. This is obtained from the SSC head office
 4. Confirm Arrangements with Organizing Committee:
 - First Aid and medical (personnel and facilities) and the Emergency Action Plan (EAP)
 - List of major officials
 - Meeting times (Coordinator, Chief Officials, Ice Technicians, Draw, etc.)
 - Protective equipment (mats, blocks, etc.)
 - Doping control facilities. (if required)
 - Facilities Tour
 - The chief referee should be sending a document about what each officials duties should be for:
 - Starters
 - Assistant referees
 5. Read all relevant documentation.
 - ISU rules, SSC Rules, Memorandum, Communications and Bulletins
 - Note be sure to note special rules for competition and any uncertainties.



Referee Meet preparation (ST and LT)

6. Develop Draw Check List with reference to sources (rule numbers, pages etc.)
7. Be sure to get any modifications by ISU or SSC in writing.

B. ONE WEEK BEFORE

1. Confirm arrival time, accommodation and transportation arrangements.
2. Confirm all meeting times, tour of facility, training times and competition times.
3. Confirm list of personnel (medical, officials, facility and ice technician).
4. Find out the qualifications of the officials and medical staff
5. If at a track new to you ask for a local referee to provide local knowledge (ice, weather, personalities, etc.)

C. ON ARRIVAL

1. Meet SSC Technical representative.
2. Meet with Meet Coordinator

Get necessary documents

- Sanctions
- Survey
- Electronic Timing Certification
- All seeding documents (Ranking, eligible entries)
- List of officials (find out if any are being reviewed for certification)
- List of competitors and coaches (check eligibility)
- Schedules
 - Competition (including practice and warm-up times)
 - Program and Events
 - Entries and Age Classes
 - Age Classes
 - Meetings (draws, chief officials, leaders/coaches, etc.)
 - Transportation (for yourself and skaters).
 - If possible officials transportation should be independent of skaters
 - Social events (receptions, draws and banquets)
 - Ice Preparation



Referee Meet preparation (ST and LT)

- Confirm own accommodation, meal and transportation arrangements (Including how to pay or be reimbursed)
- Officials room
 - Food and fluids during competition
 - You will be last in from and first out on ice as you have details to attend to during breaks so don't be forced to wait.
- Medical Room
- Access control
 - Who can get where
 - Crowd control
 - Make sure you can get everywhere
- Check your responsibilities
 - Award presentations
 - Banquets (be sure you ask about the starters and assistant referees)
- Establish technical committee membership
- Phone Weatherman (for outdoor meets)
- Review flow of paper
 - Be sure necessary forms and results needed for records are available for your review at the end of each day.
 - Discuss injury reports.
 - Who is going to fill out and submit.
 - Check on protocols.
 - Review all seeding, advancement and draw procedures.
 - Especially information that you will need for 3rd and 4th distances
 - Agree to timeline for withdrawals and 3rd & 4th distance 'draws'

D. INSPECT FACILITY

With Technical Coordinator/Facilities Coordinator/Meet Coordinator and other senior officials

Walk around facility to review all factors. If assistant referees are available it is good to include them.

Be sure to make notes about what is going to be changed and who will be responsible. If your assistant does the walk around ask them to check on the changes first thing the next morning and let you know.

- All safety equipment (pads, etc.)
 - check ice build up under mats
- Medical equipment, room and ambulance access EAP
- All track markings (corners, corner markers, start, pre-start, finish)
 - Verify track measurements
 - Verify finish line length (ST especially)



Referee Meet preparation (ST and LT)

- Locations
 - Medical personnel
 - Awards (flags and national anthem)
 - Competitors stewards and assistants (are they readily accessible to you?)
 - Results posting area
 - Off ice referee's position
 - Team leader and coach location
 - Camera placement
 - Timers and place judges
 - check sight lines to starters and if the gun smoke is clearly visible Long Track)
 - Officials room
 - Medical /First Aid room
 - Doping control (room and equipment)
 - Dressing rooms (be sure to see them)
 - Meeting rooms at racing site and in hotel
 - Press area
 - Public address systems (including hearing it in dressing rooms)
- Access
 - Skaters ice entrance
 - Officials ice entrance (separate from skaters if possible)
 - Press access
 - Security arrangements
- Timing equipment, starting equipment, finish line video, etc. (280.6)
 - Ask to see them working
 - Make sure the electronic timing interfaces with meet manager
- Video system
 - Who will be running it?
 - Where will the cameras be setup
 - Review the system to ensure how it works
 - Adjust all RGB and brightness for the arena involved
 - Ensure the coloured helmets are at the event (national events) if required
- Communication system
 - Cell numbers
 - If walkie talkies who is on what channel
 - you need announcer, starter, office, meet coordinator, assistants on yours
 - silence during starting commands
- Lighting (normal and television)

E. MEET KEY OFFICIALS:

Starters:

- Who is starting what races?
- First race starting times (Goal gun to fire at start time).
- Find out about potential delays (moving start line, starting a new event, etc. and be sure to check that schedule has allowed the right amount of time for the changes)



Referee Meet preparation (ST and LT)

- Practice times with starters for skaters

Assistant Referees:

- Where will they stand?
- Who is on skates?
- Brief on communications procedures
- Review rules and responsibilities.
- Awards: who is doing what.
- Arrange shifts if possible
- Explain medical aid available
- Delegate assistant(s)
 - to supervise warm-ups
 - to supervise lap recorders
 - to supervise track stewards and ice repair
 - to periodically talk to and reinforce timers, place judges, etc.
 - to ensure ice repair equipment is available
 - to repair ice and supervise floods
 - to check skaters equipment
- Distribute walkie talkies, clip boards, etc.

Competitors Steward / Meet Coordinator:

- Coach and Draw Meetings times and places.
- Confirm draw and advancement procedures.
- Confirm Groupings
- Ask about draw equipment
 - overhead, black board, Xerox, draw chips,
 - is it electronic
 - competitors number
- Adjusting a missed electronic time with hand held (add 0.20 seconds)
- Procedure if second place time faster than first place (first place time stands and adjust second)
 - Ask to see electronic timing and backup time system. (So you understand how it works if there is a query)
 - Lap times who and how
 - Will there be a recorder?
 - Who reads the watches (records)?

Place Judges

- Ask place judges where they will stand.
- Make sure each judge knows their responsibility
- Ask place judge if and how they will use video replay if available.

Track Stewards

- replacing blocks
- indoor cups to leave part of dot on track



Referee Meet preparation (ST and LT)

- outdoors
 - cutting snow line
 - leaving curve including interference with a fall

Timers

- Record handing of held times (record to one hundredth on forms)
- Hand held times on protocol. (ISU - tenth of a second if whole event)
- Adjusting a missed electronic time with hand held (add 0.20 seconds)
- Procedure if second place time faster than first place first place time stands and adjust second place
- Ask place judge about how they will use video replay.
- Ask to see electronic timing and backup time system. So you understand how it works if there is a query.
- Lap times who and how

Lap Recorder / Scorer

- Be sure that they will stand in the appropriate place (usually outside the track, off ice and in front of finish line (before the skater gets to the finish line).
- Be sure they have some way of keeping track of laps (check list or whatever)

Clerk of Course

- For any mass starts meets their role is critical to the meet running on time. Be sure they have the time schedule and are informed of any changes.
- They need to have a firm but friendly manner.
- Be sure they are aware of the equipment rules as they can make sure only properly equipped skater get on the ice. But more important they can often fix a problem and avoid a disqualification.
- Basic equipment include neck guard, gloves, pins and tape to make last minute fixes.

Chief Recorder:

- Review forms being used and paper flow
 - record approval information
 - electronic times, manual times, place judge report, protocol, forms
- Ask about protocol format and when it is going to be available
- Ask when results will be available for draws and at end of day

Announcers:

- Start times
- When to call at start (or after breaks)
 - announce end of break (start time is for gun to be fired)
 - officials 10 minutes and 5 minutes (start time is for gun to be fired)
 - skaters pairs (or heat) 10, 5, 2 and 1 minutes



Referee Meet preparation (ST and LT)

- Silence during starting commands
- Music (when)
- Introduce the skaters for the final

Weather Office: (for outdoor meets)

- Temperature, humidity, precipitation, sunshine including sunrise and sunset
 - If mist or ice fog when it will burn off
 - For all race days
 - In addition to official forecast ask their own opinion
- Also ask about general daily trends (e.g. winds decline at 4:00 PM)

Ice Technicians:

- Ice
 - brine temperatures (ask for a daily summary approx -16 in -14 out)
 - Ice surface temperature should be at at approx -6 celsius (ST)
 - thickness of the ice for LT and ST requirements please look at SSC Red Book for any changes in protocol for ice conditions
 - effects of television lights if any on ice conditions
 - confirm ice repair equipment (slush, puck, CO2, squeegees, trowel, clean ice bucket) is available.
 - unique weather conditions (during day)
- Review racing schedule
 - event start times, ice resurfacing schedule
 - time to resurface and time to ice is ready
 - how much time from race end to first pair next group
 - how many laps before resurfacing (number of laps, races or pairs)
 - Ice clean time make sure there is enough time for ice cleans for the ice to regain to the correct temperature
 - Clarify training time and warm up times (start and finish times)
- Establish how you will be able to communicate with them during events (schedule in writing of who to contact so you can ask for by name)

First Aid and Medical

- Must be there at least 10 minutes before warm ups
- Establish how you will communicate during events (prearranged visual signals are useful)
- First aid and medical must wear easily recognizable outfits that stand out from the rest of the officials
- Review EAP (crowd control, radio for ambulance)
- Determine who is responsible to fill out injury report forms
- Make sure the first aid know when they are allowed on the ice

F. DRAW MEETING (COACHES MEETING AT SSC MEETS)

At major national and all international meets draws are formal events. These must be conducted according to protocol and must be conducted in an orderly and calm manner.



Referee Meet preparation (ST and LT)

The chief officials should be dressed appropriately in a shirt, tie, jacket or suit.

This is the official start of the competition and must start on time. Starting on time and being organized will establish the tone and mood of the competition. It will also establish your competence in the minds of skaters, coaches and other officials.

You should have a private team leaders prior to the coaches meeting and prior to the draw to minimize discussion at the draw. Please include high performance in this private meeting to ensure you go over the HP bulletin to make sure the rules are understood prior to the competitions. This could include recent changes, special rules, controversial groupings or heats, etc. At local events this often done as part of the draw meeting. At major events with press, sponsors, public and other non speed skating people at the meeting it is best to have a separate meeting.

- Review any rules and new rules that you want to emphasize
- Make reference to any related and specific ISU /SSC memorandums
- Organize into ISU order Have printed copy of rules imbedded in script for reference
- SSC TB 147 Re: grouping
- What colour arm bands will be used

Before the Draw Meeting (LT)

1. Be sure to have all necessary documents before you go to the meeting:
 - Your own draw check list for each event
 - Rule Book
 - SSC HP Bulletins
 - ISU Memorandums
 - Groupings and documents related to groupings
 - Ranking lists
 - List of entries
 - Be sure to note special circumstances
 - Group II advance, wild card, etc.
 - Time schedule including warm-up times and training times
 - Weather forecast
 - Starters plan (who is starting which events)
2. Check draw equipment
 - Numbered chips, proper bucket, etc.
3. Discuss draw procedure with recorder
 - Order of events
 - Order of pairs (First drawn skates inner first pair)

Countries rule

- Be sure to review system for avoiding problems with countries rule with assistant referees. Have assistant referee keep records to prevent problem. Ask Starters to keep a separate record.
4. Decide who is going to pronounce the names. If you are going to do it be sure you know how to pronounce them properly.



Referee Meet preparation (ST and LT)

5. Head table should include Referee, Assistant Referee, SSC Technical Rep. ISU/SSC Technical rep
6. Groups: the first group to skate has the larger number of pairs
(If there are 10 quads in three groups the grouping would be 4, 4, 2 not 4, 3, 3.)

At the Draw Meeting

7. Opening remarks (you should prepare notes for these comments)
 - Welcome every one
 - Introduce head table and chief officials (make a list and use it)
 - Introduce chief officials
 - Introduce
 - ISU representative
 - SSC representative
 - SSC technical
 - Greetings from SSC
 - Team leaders roll call
 - Make reference to any related and specific ISU or SSC memorandums
 - Review any special rules for the competition
 - Get agreement or lay down the law for any special arrangements
 - Explain doping control procedures if required
 - Advise coaches where coaches box is
 - Present all time factors
 - next draw meeting
 - meet starting times
 - ice resurfacing schedules
 - warm-up/training times
 - transportation schedule
 - meal schedules (restaurant opening times)
 - awards presentations
 - schedule for practice starts
 - Weather forecast (for outdoor meets)
 - Location of first aid and procedures
 - Have meet coordinator discuss any administrative information
6. At draw for each distance
 - Review order of draw
 - Review process of draw (first drawn skater will skate first pair inner)
 - Review NOTES before every draw
 - Withdrawals procedure
 - Post or publish groupings. (if mass start distribute heats)
 - Confirm skaters entries and ranking where applicable
 - Be sure coaches agree on groupings before draw starts.
 - Announce draw chip numbers as they are entered into bucket.
 - Be sure draw is announced and posted by number and name
 - Have assistant record the order the numbers are drawn and the pairings.
 - Keep numbered chips in ordered pairs and confirm with posted results



Referee Meet preparation (ST and LT)

- Ask coaches if they agree with posted results of group drawn.
- Announce time and place of next draw
- Wish everyone good skating

G. DAY OF COMPETITION

Arrive early and recheck facility

Preferably with Technical Coordinator/Facilities Coordinator/Meet Coordinator. Use list from previous day and check to see if things that were to be changed were actually changed. If possible take assistant referees with you and ask them to follow up on any changes that still have to be made.

Officials meeting

- Chief officials, referees, starters, office manager, announcer and meet coordinator
- If anyone is from out of town introduce everyone.
- Go over schedule (order of events and times) in detail
- Emphasize importance of accuracy and punctuality.
 - The starting time is the time the gun should fire for the first race.
 - If you have fore runners to test the timing and the system have them start no less than five minutes before the scheduled start time so any problems can be fixed.
 - Emphasize with everyone starters, clerk of course, timers, place judges, announcer that they need to be ready to do their jobs five minutes before the scheduled start of the forerunners or first race.
- Review the time frame for breaks.
 - Emphasize that the end of a break is a starting time for the first race or pair of skaters. Therefore it is time to be ready not the time to start to get ready.
- If photofinish is available review who is responsible for it use and who has final decision.
- Emphasize the importance of briefing and communicating with assistants.
- Ask if there are any questions or concerns.
- Make them aware you are more than willing to help them with a problem.
- Advise them of the end of the day meeting
- Thank them for their efforts.

H. DURING COMPETITION

Warming up

- Safety first concern
- Be sure an assistant referee or starter is supervising warm-ups (make sure they understand how the warmup procedure works)
- First aid must be at the risk side during warmups, no first aid NO WARMUPS!
- Never when resurfacing
- Can restrict (for example if too crowded can restrict warm down to bikes)



Referee Meet preparation (ST and LT)

Getting the meet started (start of day and restart after breaks)

- Be first out and ready to go
- Listen to announcer to make sure he is calling the officials and skaters
- Check with starters, timers and place judges
(5 minutes before first race to see if they are ready)
- Be at start with clerk of the course (LT)

Starts

- Be sure proper starting procedure is being used
- Listen for interval between ready and gun
- Check if skate tips are over the line
- If there are delays at start know why
- Arms bands are skaters responsibility
- Be sure coaches are 10m away
- Insist on radio and public address silence
- Work together to ensure no false starts!

Referees During Races

- Equipment
 - tape to cover illegal advertising and trademarks
 - whistle
 - stop watch
 - red and yellow cards
 - candies and fluids
 - listing of national records
- Positioning (Long Track)
 - referee at start for first event , at cross over/back stretch for remainder of events
 - first assistant at cross over for first event and at start for other races
 - one assistant at each corner entry if available
 - assistant closest to finish checks and records finish
- Positioning short track
 - three on ice, chief in center, one at each end
 - one on the video
 - when no video is present ask the chief referee where the referees should be positioned on ice and off

Rules

- impeding, assistance, off track, kicking out,
- corner entry, lapping, interference, crossover, etc.
- obstacles (objects, skaters, spectators, coaches)
- distance between skaters
- pace-making (other competitor or warm-up lanes)
- overtaking
- penalties and exclusion



Referee Meet preparation (ST and LT)

- Fresh Starts / Re-skates / Advancements
 - note time the skaters raced
 - if possible race at end of pairings for that distance
 - if not re-skate immediately after resurfacing
 - note ice and weather should be similar but do not have to be same
- Protests
 - Not for penalties!
 - be wise and considerate
 - gather data
 - discuss with assistants
 - respond in writing and have assistants sign as well as you
- Other
 - record start times of groups and races
 - get up to date weather reports and forecasts
 - check ice regularly (assign to an assistant)
 - check officials positioning
 - encourage assistants to talk with other on ice officials
 - assign an assistant to record lapping (to make sure skaters skate right distance)
- Leaving the ice
 - The responsibilities and positioning of the assistants should allow you to leave the ice to deal with problems.
- Quartets
 - Be sure you have reviewed procedures with starters, timers and place judges
- Pursuits
 - Be sure everyone knows their responsibilities
 - Relays
 - Review starting procedures with starters.
 - Make sure all the referees know where they are to be (limit number on ice) and pre-assign teams for them to watch during the races.

I. END OF EACH DAY

Meet with Chief Officials Meet Coordinator, high performance, SSC representative, and any other officials the chief referee feels should be at the meeting

- Start immediately after last event
- Ask them about issues and concerns
- Ask for suggestions on doing things better
- Discuss on how to fix.
 - Fix the next day if possible
 - Thank them for their efforts
 - Ask them to thank their assistants on your behalf.

Meet with Assistant Referees and Starters

- review day
- ask for suggestions



Referee Meet preparation (ST and LT)

- review assignments for second day

Other

- review manual times with electronic
- deal with any records
- sign penalty record
- be sure to get material you need for next draw
- review time pattern for day's events and review schedule for next day

J. END OF MEET

- certify records
- confirm injury reports are complete
- make sure protocol is done
- awards ceremonies
- debrief assistants and any official being certified
- deal with expense claims
- thank everyone personally
- check with meet organizers regarding departure
- write and send report to SSC
- write and send reports on any officials being certified

K. OTHER FACTORS

BANQUET

Wear shirt, tie and jacket (unless instructed otherwise by organizing committee).

MEDAL PRESENTATIONS

The Chief Referee has the responsibility to award medals to winners of each distance. It is customary for the Chief Referee to delegate one of these presentations to his/her assistant to thank them for their help.

COMMUNICATION

During the competition, the chief referee should always be in contact with the meet coordinator, the announcer, starters, clerk of course and the office.

SCHEDULE

The announced schedule should be followed out of respect to participants, spectators, coaches, and sponsors. This is a sign of good organization.

TELEVISION

- Meet with person in charge
 - Will it be live or taped?
 - Establish any special starting times



Referee Meet preparation (ST and LT)

- Determine camera positions (long track only one in middle)
- Establish interview locations
- Do not give an interview while skaters are skating
- Give answer almost immediately

PHOTOGRAPHERS

- Want and need good and new angles
- Limit number inside
- If there is a problem all must leave
- No one or anything on mats
- Do not allow writers or announcers inside track

FACTORS TO CONSIDER OUTDOOR ICE PREPARATION

- Temperature
- Wind
- Sun/clouds
- Humidity and mist (if ice fog or mist when will it burn off)
- Precipitation (snow and rain)
- Local knowledge of rink
- Local trends weather (e.g. wind changes late in day)
- Ice makers and local referees experience
- Please check the red book for any updated protocols for outdoor ice preparation