

Sport Operational Plan

A Guideline for Organising a Competition

Australian Ice Racing Inc



AUSTRALIAN ICE RACING



AIR Short Track Operational Plan

This operational plan has been developed to enable State Members to appoint an Event Coordinator and provide them with the information required to organise a National Short Track Speed Skating competition. It also provides where to obtain further information in any of the areas of organisation.

The document is designed to be reviewed after each competition and additional information added where required or details changed when necessary.

The expectation is that this document will assist both an experienced Event Coordinator and a new volunteer to the role.

HISTORY OF AIR INC Sport Operational plan

Version	Adopted by Board	Contributors
One	16 July 2010	Brett Throssell, Jim Hewish, Colin Ryan, Janet Taylor and Alison Throssell
Two	10 June 2013	Pam Cavanagh, Margaret Blunden
Three	10 June 2014	Margaret Blunden, Melina Solin

Table of Contents

INTRODUCTION	4
EVENT ORGANISATION	4
Form A - Key Contact Details For The Event Coordinator	5
EVENT SCHEDULING - SESSION TIMES, TRAINING, RACING AND PRESENTATION.....	6
Ice Time Requirements for Duke Trophy	6
Ice Time Requirements National Championships	6
Race Scheduling.....	6
Form B – Event Schedule	7
OFFICIALS AND VOLUNTEERS	8
Form C – Sport Workforce Planning Summary	9
COMPETITION ANNOUNCEMENTS	10
SPORTS EQUIPMENT	11
Form D – Sports Equipment List	11
MEDICAL SERVICES.....	12
Form E – Medical Services List.....	12
ANTI DOPING CONTROL	13
MEDIA & PROMOTIONS.....	14
SPORT PRESENTATION.....	15
Duke Trophy	15
National Championships	15
Form F – Sports Presentation Equipment Checklist	17
General requirements for sport presentation:	18
National Championships Dinner.....	18
Duke Trophy Presentation Lunch.....	18
ATTACHMENT A	20
ATTACHMENT B – ICE TIME BOOKING FORM	21
ATTACHMENT C – AUSTRALIAN CHAMPIONSHIP FORMS.....	22
ATTACHMENT D - ISU RINK MARKINGS	28

INTRODUCTION

The Sport Operational Plan will enable the State Member and AIR to collect the information required to plan the many components that make up a competition.

This document provides a checklist for organising a Short Track competition and provides templates for some of the documentation required including the template for the National Championship Announcement and Entry Details.

EVENT ORGANISATION

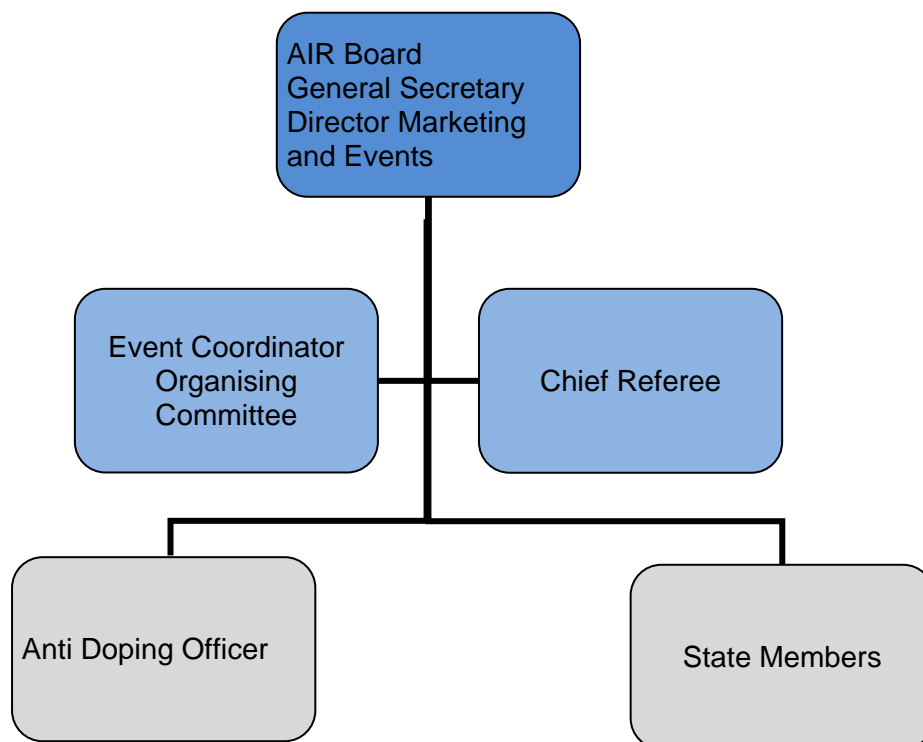
The Duke Trophy and Australian Open Championships are organised by the Event Coordinator and Organising Committee appointed by the hosting State Member. The competition must be organised according to the rules, regulations and conventions of the National Body and those contained within this document.

The dates for the Duke Trophy and Australian Open Championships and the States to host the events are allocated by the AIR Board at the AGM (August/September) in the year prior to the event.

The State Member will provide to the Board the confirmed venue for the event within 3 months of the date being approved at the AGM. (Please use the form in Attachment B when booking ice time for the event and send to the General Secretary by either email or fax.).

The Organising State Member will supply to the Board the details of the Organising Committee and the Event Coordinator no less than 6 months before the event using the form below.

Organisation Flow Chart



Form A - Key Contact Details For The Event Coordinator

Contact Details	
State Federation:	
Address:	
Telephone:	
Facsimile:	
Email:	
President:	
Secretary:	
Event Coordinator:	
Contact Address:	
Telephone:	
Facsimile:	
Mobile:	
Email:	

EVENT SCHEDULING - SESSION TIMES, TRAINING, RACING AND PRESENTATION

Responsibility	Event Coordinator Organising Committee
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Ice Time Requirements for Duke Trophy

Minimum of 11 hours ice time, 3 sessions over 2 days

- Saturday morning (starting no earlier than 7.00am),
- Saturday afternoon session
- Sunday morning session (starting no earlier than 7.00am and finishing no later than 11.00am)

Ice Time Requirements Australian Open Championships

Approximately 13 hours ice time over 2 - 3 days (depending on the number of entries, this may need to be increased)

- Friday (starting no earlier than 7.00am)
- Saturday afternoon session to finish no later than 2.00pm with a minimum time of 3 hours between the competition finishing and the presentation commencing
- Practice sessions on Thursday before the competition

Race Scheduling

When considering the competition schedule, the following are the time allowances for each distance. This time allows for the skaters to leave and enter the ice and for officials to record the results.

Sub Junior to Masters Divisions

Distance	Time to allow
333m	3 minutes
500m	3 minutes
777m	4 minutes
1000m	4 minutes
1500m	5 minutes
3000m	7 minutes
3000m Relay	7 minutes
5000m Relay	10 minutes

Nipper/Midgets

Distance	Time to allow
111m	3 minutes
	3 minutes
222m	3 minutes
	3 minutes
333m	4 minutes
	4 minutes
	4 minutes
500m	4 minutes

Ice Resurfaces

Resurface Type	Time to allow
Full Resurface	15 minutes
Track only	10 minutes

The Competition schedule should be sent to the Chief Referee, Competitor Steward and the AIR Director of Marketing and Events, as well as the Event Schedule Form B below.

Form B – Event Schedule

Event Schedule					
Please complete the below table with dates, block times of training and competition sessions.					
Day	Date	Session	Start Time	Finish Time	Event Description
<i>E.g.</i>	<i>12/12/12</i>	<i>1</i>	<i>7:00pm</i>	<i>8:00pm</i>	<i>E.g. Practise session Racing session Presentation dinner</i>
1					
2					
3					
4					
5					

OFFICIALS AND VOLUNTEERS

Responsibility	AIR Board Chief Referee Event Coordinator Organising Committee
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The AIR Board will appoint the Chief Referee

The Organising Committee and Chief Referee will invite the ISU Listed officials in their own state first to seek their availability to attend the competition. (Please refer to AIR Board for updated list of ISU Officials).

ISU Officials

Referee	Jim Hewish
Starter	John Bradbury
Competitor Steward	Brett Throssell

International Officials

Referees	Brett Throssell Clare Taylor Andrew Morgan
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Starter	Kyle Francis
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The remaining positions may be filled with local or interstate officials as needed.

It is the responsibility of the organising committee to arrange all the officials and volunteers.

The officials must be confirmed no later than 4 weeks prior to the event and approved by the Chief Referee

Form C – Sport Workforce Planning Summary

SPORT Workforce Planning Summary			
With reference to the below definitions please provide total numbers by job title/description.			
Technical Official	<p>The Technical Official (TO) role has a direct link to the result of an event. The assigned person has specific skills and has undergone training to obtain accreditation (national or international) permitting them to act in this role.</p> <p>Examples include but not limited to: Referee, Technical Delegate, Timekeeper, Line Judge, Starter, Photo Finish Operator, Time /Results Recorder.</p>		
Sport Workforce	A member of the sport workforce is either paid, volunteer or contractor undertaking generic duties that contribute to the running of the event.		
Number Required	Position Type Technical Official or Sport Workforce	Position Title	Name(s)
1	Technical Official	Chief Referee	
4	Technical Official	Referee	
1	Technical Official	Starter	
1	Technical Official	Assistant Starter	
1	Technical Official	Competitor Steward	
1	Technical Official	Assistant Competitor Steward	
1	Technical Official	Lynx Operator	
1	Sport Workforce	Assistant Lynx Operator	
1	Sport Workforce	Data Entry	
1	Technical Official	Chief Timekeeper	
6	Sport Workforce	Manual Timekeepers	
4-5	Sport Workforce	Heat Box Steward (for Medibank Icehouse - 3 at entry gate and 2 at exit gate)	
1-3	Sport Workforce	Heat Box runners (if different entry and exit gates)	
1	Sport Workforce	Finish Line Judge	
1	Sport Workforce	Lap counter	
1	Sport Workforce	Media/PR Officer	
1-2	Sport Workforce	Announcer/commentator	
4	Sport Workforce	Block Stewards	
2	Sport Workforce	Admin runners (for results and draws)	
1	Sport Workforce	Medical Officer	
1	Sport Workforce	Presentation Coordinator	
4	Sport Workforce	Registration and Information	
2	Sport Workforce	Security	

COMPETITION ANNOUNCEMENTS

Responsibility	Event Coordinator Organising Committee
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The graphic design of the Competition Announcement is the responsibility of AIR's Director Marketing and Events. The Organising Committee is responsible to draft the announcement and the contents of the Competition Announcement must be checked by the Chief Referee and before general distribution by AIR's General Secretary.

The Announcement should be published 3 months before the event.

Attachment C should be used as a template for Australian Open Championships announcement and entry forms.

The following information should be included but not limited to:

- The name of the event
- Dates, venues
- Registration time and date
- Entry costs and payment details
- Practise session times, dates and costs
- Competitions times including warm up starting time
- Accommodation options available in the area

The final entry date for Australian Open Championships should be no less than 4 weeks before the event to allow time to draw up the racing schedule.

The Team entry for Duke Trophy should be sent to the Competitor Steward at least 4 weeks before the event.

SPORTS EQUIPMENT

Responsibility	Event Coordinator Organising Committee
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Ensure the State Member has available all equipment necessary for competition and /or liaise with official in charge of that area (e.g. Lynx operator)

The rink should have a rink survey certificate in place the survey certificate should be supplied to AIR Inc, no later than 4 weeks before the competition

The track markings should be in place, with 5-7 tracks marked, all starting positions, and all finish lines as set out in the ISU track markings (Attachment D)

Form D – Sports Equipment List

Sports Equipment		
List all Sports Equipment required to hold the competition. Identify who is it being supplied by and how will it be transported to the competition venue, installed (setup) and then returned.		
Equipment	Source	Logistic Arrangements
Mats		
Blocks		
Starting Guns and caps		
Electronic lap counter and hand held lap counting sheets		
Bell		
Lynx, computer, printer, paper		
Timekeeping sheets		
ISU rule book		
10 stop watches		
Helmet covers		

MEDICAL SERVICES

Responsibility	Event Coordinator Organising Committee
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Confirm 2 paramedic officers are on site and ambulance has been notified on Stand By.

Form E – Medical Services List

Medical Services	
List services available	
Doctor on site	Doctor on stand-by
Ambulance on site	Ambulance on stand-by
Para Medic Officer on site	Para Medic Officer on stand-by
Other – list below	

ANTI DOPING CONTROL

Responsibility	Anti-Doping Officer(s) Event Coordinator Organising Committee
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Drug Education

ASADA posters will be provided to display at the Venue.

Anti doping information is to be included in the competition announcement.

ASADA brochures to be included in the athletes bags.

Doping Control

ASADA will be conducting random urine drug testing on Athletes. The testing procedures will follow international standards & guidelines.

Anti Doping Rule Violations (ADRV) will be reported following international and national procedures.

Event Coordinator is to ensure adequate testing facilities and bottled water are made available at each competition venue. The Anti Doping Officer will act as the key contact at the venue.

Please refer to Attachment A – Doping Control Facility Layout.

Anti Doping Officer Contact Details

Contact Name: Melina Solin
Position: Anti-Doping Officer
Mobile: 0400 818 391
E-Mail: antidoping@australianiceracing.org

MEDIA & PROMOTIONS

Responsibility	AIR Director, Marketing and Events Event Coordinator Organising Committee
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Media Release for promotion to local papers, radio and TV will be organised by the Media/PR Officer of the Organising Committee, in consultation with AIR Director, Marketing and Events.

A photographer should be booked for the competitions.

A DVD coverage of the event.

Live stream for Australian Open Championships.

The program booklet for the event should include, but not limited to;

- a) Front Cover page, listing the name of the event, the date, time and venue. The AIR logo, the State Member logo and the ASC logo.
- b) Page 2 will be the Advertisement for the ASC as supplied by the ASC.
- c) Advertisement for the AOC as supplied by the AOC.
- d) Anti doping advertisement as supplied by ASADA.
- e) Acknowledgement of sponsors.
- f) The Officials and Volunteers names and roles.
- g) The Athlete entries and racing number.
- h) The Schedule of events.
- i) The AIR records.
- j) Photo licensing policy.
- k) Information on the presentation lunch / evening.
- l) If sponsorship from State Government is provided, on Page 2 include a Welcome Message from Minister of Sport.
- m) Welcome message from AIR President and State President to be after AOC page ad to fit on one page.

The program will need to be submitted to AIR General Secretary in draft form no later than 4 weeks before the event to allow for approval from the ASC and the AOC, if necessary.

Media Director of Marketing and Events
Contact Name: Nick Sommer Mobile: 0407-073814 E-Mail: director_marketing@australianiceracing.org

SPORT PRESENTATION

Responsibility	Event Coordinator Organising Committee AIR Director, Marketing and Events
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Book the presentation venue at least 6 months prior to the event.

Duke Trophy

The presentation is an informal lunch, usually within an hour of the competition finishing and should run for approx 1- 1.5 hours

Presentation Awards

- Duke Trophy
- Len Duke Best and Fairest
- Colin Coates Spirit of the Duke
- Teddi Jenkins for Ladies Relay
- Denis Pennington Most Improved

The Perpetual trophies are not transported between States. The perpetual trophies are at present on exhibition at the Olympic Ice World Acacia Ridge rink. The AIR Inc Board will supply trophies for recipients of these awards.

A suitable table with a cloth is required for the awards to be set out.

Australian Open Championships

The presentation is a 'sit down' dinner on the Saturday night following the completion of the Championships. Sufficient time should be scheduled between the completion of racing and the start of the presentation to allow collation of the results. Always allow at least 20 extra numbers other than confirmed attendance, for late bookings.

Equipment required for the presentation includes a projector and screen, table, cloth, microphone or PA system. It is also good to have someone with IT knowledge to assist with set up of any computer presentations or projections. See Form F below.

Presentation Awards

- Hall of Fame
- Life Member
- Roll of Honour
- Mike Richmond Ashes
- Len Duke Endeavour Award
- Volunteer of the Year for each state
- Officials Jacket
- Competition Pins
- Athlete and Coach of the Year Awards

Competition awards

- Trophies for 1st, 2nd, 3rd placing
- Medallions for subsequent placings
- If there are less than 4 entries for a division the winners' title will be 'Division Winner' not 'Champion'.

Trophies and medallions are to be organised by the hosting state. The following is an example of engraving information for trophies and medallions

(Year) Australian Open Short Track Speed Skating Championships
(Division) e.g. Senior Men's
(Placing) e.g. 2nd Place

Where a division has a champion e.g. Men's, Ladies, Junior Champions please include "Men's Champion", "Ladies Champion" etc.

Some Divisions may be combined due to entry numbers, eg, Senior Ladies and Junior Ladies. There should be trophies available for both divisions. If an Athlete has entered as a Junior but due to entry numbers is combined in Seniors, and place 4th overall in the Senior, but first in the Juniors, then they will receive a medallion for 4th place and a trophy for 1st place.

For Masters there is overall and then age division in gender. So Trophies for 1st, 2nd 3rd overall and then medallions for the placings. Trophies for the age/gender 1st, 2nd 3rd and medallions for placings.

The trophies should be displayed on the table with the lowest place to the front and the 1st place at the back of the line.

Perpetual Trophies are for Senior Mens, Senior Ladies, Open Relay, Sub Junior Relay and Endeavour Awards. (note that there is no perpetual trophy for Junior Relay).

Form F – Sports Presentation Equipment Checklist

Sports Presentation		
List the requirements for sport presentation eg audio systems, image/look (banners), music, lighting etc. Identify where this is to be sourced eg National Federation, Local Sporting Club, Competition Venue, 3 rd Party Contractor.		
Equipment	Source	Logistic Arrangements
Trophies		
Awards		
Microphone		
Tables and cloth		
Lectern		
Computer		
Projector		
Screen		
It is preferable to provide a Sport Announcer who has the knowledge of the sport and competing athletes and has prior experience in announcing at major events.		
Sport Announcer Name		
Email		
Telephone:		
Mobile:		

General requirements for sport presentation:

Australian Open Championships Dinner

The costs of AIR Board members dinner cost will be met by AIR. The following people are to be invited to attend the Australian Open Championships Dinner, the cost of the dinner will be met by the AIR Inc for the invited guests and the invitations will be sent by the AIR Director of Marketing and Events:

- ASC - Nick Hunter, Andy Young
- AOC -John Coates, Craig Phillips, Fiona de Jong
- OWI -Geoff Henke, Chairman and Geoff Lipshut, CEO
- Life Members:
 - Colin Coates
 - Terry Finnegan
 - Jim Lynch
 - Bob Roberts
 - John Bradbury
 - Jim Hewish
 - Brett Throssell
- Stirling International Chartered Accountants-Roger Williams, Auditing Partner
- Sponsors and supporters

Duke Trophy Presentation Lunch

The following people will be invited to attend the Duke Trophy lunch, the cost of the lunch will be met by the AIR Inc for invited guests and the invitations will be sent by the AIR Inc:

- ASC - Nick Hunter, Andy Young
- AOC - John Coates, Craig Phillips, Fiona de Jong
- OWI - Geoff Henke, Geoff Lipshut
- Life Members
 - Colin Coates
 - Terry Finnegan
 - Jim Lynch
 - Bob Roberts
 - Jim Hewish
 - John Bradbury
 - Brett Throssell
- Stirling International Chartered Accountants-Roger Williams, Auditing Partner
- Sponsors and supporters
- Duke Family members

It is also the responsibility of the Organising Committee to produce a protocol at the end of the competition, copies of which, should be emailed to the General Secretary for distribution who will make it available on the AIR website www.australianiceracing.org

BUDGET

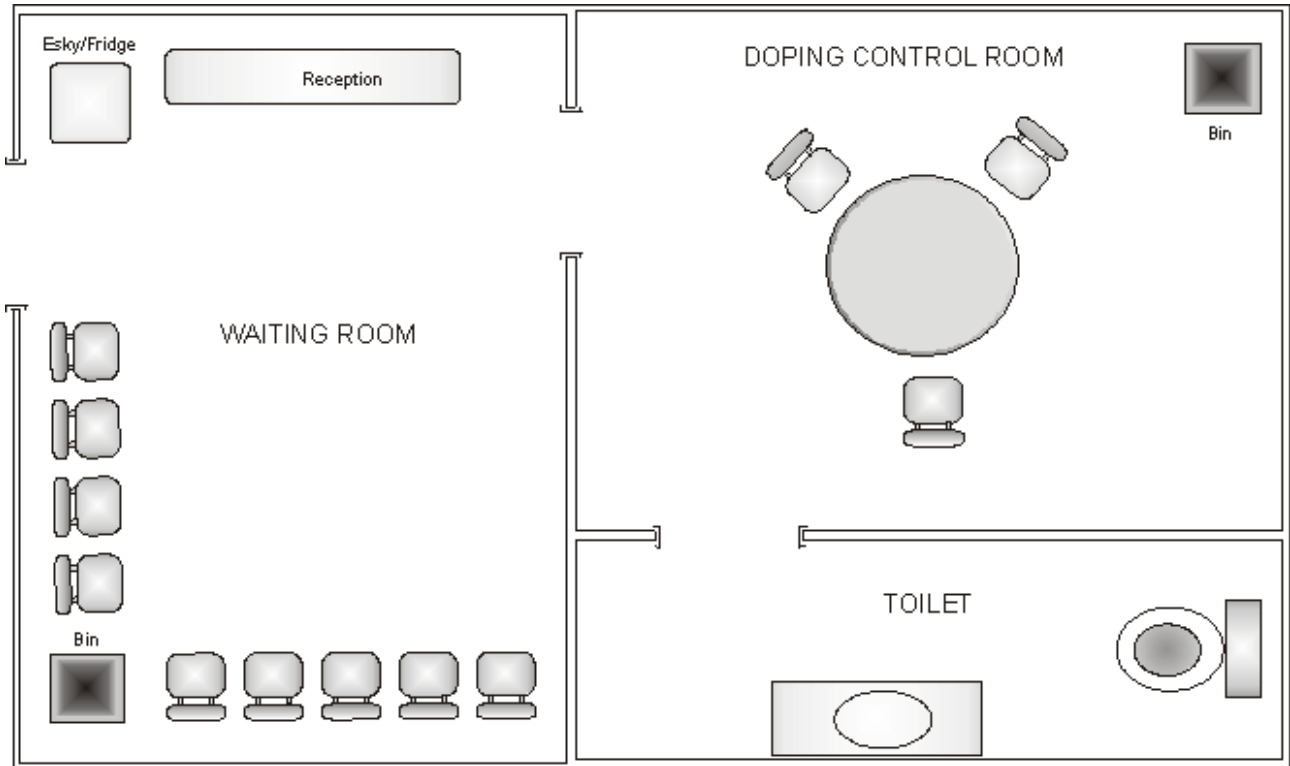
In considering the entry fee for athletes a budget should include the following costs

- Ice time
- Printing, stationary
- Trophies
- Medical staff
- Online registration fees

AIR will cover the expenses for the Referees, Starters and Competitor Steward to attend the competition and the dinner tickets for AIR Board members and invited guests.

ATTACHMENT A

A Guide to the Doping Control Facility Layout



ATTACHMENT B – ICE TIME BOOKING FORM

Ice Booking Record Form

A.I.R. Inc Event

State Association / Organisers

Rink Name

Address

Telephone FAX

Rink Management Contact Email

Signature of Rink Management

Signature of A.I.R. Inc. Representative.....

Schedule

DATE	SESSION 1 (Start and end Time)	SESSION 2 (Start and end Time)	SESSION 3 (Start and end Time)	SESSION 4 (Start and end Time)

Cost

DATE	SESSION 1	SESSION 2	SESSION 3	SESSION 4

Please complete above details including Date/Time and cost of ice sessions and return by
 FAX to: 02 9825 4968,
 or email generalsecretary@australianiceracing.org

Booking will be confirmed once the quote is received and signed by A.I.R. Inc.

ATTACHMENT C – AUSTRALIAN CHAMPIONSHIP FORMS

Announcement

On behalf of Australian Ice Racing Inc,
[insert State Member]
invites you to attend the

[insert year] Australian Open Short Track Speed Skating Championships



[insert venue address and date]

ONLINE ENTRIES CLOSE ON:

[insert date]

Entries will not be accepted beyond this date.

CONTACT

All queries should be addressed to the Event Coordinator, [insert Event Coordinator contact details name, address, ph number, email]

ENTRIES

Only electronic entries and credit card payments will be accepted.

Online entries for the competition will be available on the AIR website from [insert dates] to [insert date] www.australianiceracing.org

[Entries without best time for 500m will be drawn at the Competitor Steward's discretion.](#)

RINK

The competition will be held at: [insert venue details]

GENERAL INFORMATION

COMPETITION REGULATIONS – The competition will be conducted under current ISU and AIR competition rules, where applicable and where appropriate.

COMPETITOR REGISTRATION - Competitors must register before the first session; they may register at the training session or at a time or date as set by the Organising Committee.

For International competitors, the following will apply:

- must provide evidence of clearance from their National Federation.
- must have their own travel and medical insurance which provide cover for participation in ice speed skating training and competition.
- Australian Ice Racing Inc. will assume no liability of injuries during training and competition of the event.

ID and EQUIPMENT

- Competitor identification is required for access to [insert venue name] at all competition sessions.
- AIR helmet covers must be worn during races. Helmet covers will be issued by your State Federation
- All international skaters will be issued a helmet cover. A deposit of \$10 is required for each helmet, which will be fully refunded when helmet cover is returned at the completion of the competition.
- Australian Ice Racing Inc reserves the right to inspect competitor's equipments before and during the race.
- Skaters must have, and use, all safety equipment: shin, knee and neck guards, ISU-compliant helmet, and gloves, in training as well as in competition.
- As approved by state members in the General Meeting held on 25th August 2012, the following will apply from 1st July 2013. All skating members of affiliated clubs and state associations of AIR Inc, who have reached the age qualification of Junior age, and above, and any Sub Junior skating members of affiliated clubs and state associations of AIR Inc who wish to skate in the Junior division of any AIR sanctioned events must wear a cut Resistant Racing Suit as defined by ISU regulation to protect the body as suggested in ISU Communication No. 1265 and meet the criteria EN388 Level 2 of the ISU regulations or Cut Resistant under garment. AIR Inc

highly recommends that all other skaters to wear either a Cut Resistant Racing Suit or Cut Resistant under garments in all AIR sanctioned events.

COACHES & ATHLETES BRIEFING – The Chief Referee may give a briefing on rules at a date and time to be set by the Organising committee. Coaches, state or country managers, and athlete's representatives are encouraged to attend.

ANTI DOPING

Australian Ice Racing Inc and its affiliates have adopted the AIR Anti-Doping Policy. Competitors at this competition may be subject to testing.

It is the responsibility of all skaters to be familiar with the policy and ensure they achieve compliance.

This is particularly so for athletes using anti-asthma medications. Athletes who are using such substances should check with the ASADA (1 3 000 ASADA) or via website <https://checksubstances.asada.gov.au>. **Please read the ASADA Fact Sheet in relation to use of a prohibited substance. The Fact Sheets are available on the AIR website or the ASADA website.**

All competitors must make themselves aware of the content of any ISU Communication on Drug testing use in short track speed skating. Copies will be available from state secretaries or at AIR www.australianiceracing.org or ISU www.isu.org or ASDA www.asada.gov.au.

POLICIES AND CODE OF CONDUCT

CODE OF CONDUCTS – The following Australian Ice Racing Inc's code of conduct will apply. Breach of such conduct may result in being removed from the event.

- Athlete's code of conduct
- Coach's code of conduct
- Spectator's code of conduct
- Official's code of conduct
- Parent/Guardian code of conduct
- Administrator/Volunteer code of conduct

POLICIES – Australian Ice Racing Inc's policies, including but not limited to the following, will apply and it is the competitors' responsibility to familiarise such policies on AIR Inc's website: www.australianiceracing.org

- Video/photography policy
- Social Media policy
- Member Protection policy
- Anti-doping policy

FEES

TRAINING FEES

Nipper, Midget & Sub-Junior \$
All other divisions \$
Pay on entry to the session.

COMPETITION FEES

Nipper, Midget & Sub-Junior: \$
All other divisions: \$

Relay Teams: \$

Entry fee to be paid via online registration system.

PRESENTATION & DINNER

Adult: \$
Child (4 -13): \$

Presentation dinner ticket to be paid via online registration system by [Insert date].

SESSION TIMES

TRAINING: [insert day] [insert time]

RACING: Friday, [insert date] [insert time]
 Saturday, [inset date] [insert time]

Note: Competition times may change depending on the number of skaters entered.

DIVISIONS & DISTANCES

A COMPETITOR'S DIVISION IS BASED ON AGE AS AT 1ST July [insert year]

Age Divisions for Ladies and Men (other than Masters):

- **Nipper** under 9 Must be under 9 by 1 July [year]
- **Midget** 9 – 11 Must be under 12 by 1 July [year]
- **Sub-Junior** 12 – 14 Must be under 15 by 1 July [year]
- **Junior** 15 – 16 Must be under 17 by 1 July [year]
- **Senior** 17 – 29 Must have reached 17 by 1 July [year]
- **Athletes With Disabilities**

INDIVIDUAL RACES

- a. A skater may enter only one division for the individual competition.
- b. A skater may race up only one age division from their natural age division, unless;
 - I. The skater wishes to skate in the open division for their gender **and**;
 - II. The skater has reached 14-years of age before the 1st of July preceding the competition, **and**

- III. The skater has achieved 2 of 3 distances in the current or previous season for the Junior A division relevant to their gender as per the current Tier Time Standards as shown in the following table (extracted from AIR Sports Development Program)

	500m	1000m	1500m
Junior A Men	48.00	1:36.50	2:36.50
Junior A Ladies	50.50	1:42.00	2:42.00

- IV. Achieved those times either in an Australian event with a protocol that can be ratified and conducted by either AIR Inc. or a State Member, or an international competition where an official protocol is available to the Director of Athletes, Coaches and Officials, or as per the Time Trial Guidelines as indicated in the relevant AIR Inc. National Selection Policy document.
- V. The skater will be able to compete in a relay in their natural age group and/or in a senior relay team.
- c. A master division skater may race down into the open division for the individual competition however will not be able to compete in the Masters division in the same competition. They may skate in the masters relay event at the same competition.

RELAYS

- a. A skater may race in any age divisions for a relay team in which they qualify, but may not race in any more than two age divisions higher than their natural age division.
- b. Masters may only skate down into a senior division relay.

Nipper, Midgets and Sub-Junior individual distances will be run for both boys and girls if sufficient numbers are entered. If there are insufficient entries, then both boys and girls will be combined.

Individual events will be run for both Ladies and Men in the Junior, Intermediate and Senior divisions.

In the Junior division, if insufficient entries are received then competitors are automatically moved to the Senior division. The Organising Committee will advise entrants if any of the above alterations are required.

Masters Divisions and Distances:

Age as at 1 July in the year of the competition:

30 to 34 years

35 to 39 years

40 to 44 years

45 to 49 years

50 to 54 years

55 to 59 years

And each 5-year division after 60 years

Distances competed are: 500m, 1000m, 1500m and 3000m

The 3000m events will consist of A and B finals as per the Senior division.

Depending on final entries for age groups within the Masters division, competitors may be moved up or down by the Competitor Steward, whichever is deemed necessary to create a viable division. Competitor points will be awarded for the division entered. Competitors will be notified of any changes prior to commencement of the championship.

If there are insufficient entries in the Ladies Masters division, then competitors will be automatically transferred to the appropriate Men's Masters division.

Masters may enter both Master and Senior divisions respectively. However, if the entrant then does not compete in a race (e.g. 3000m) then that competitor will be withdrawn from the competition. Competitors are obliged to contest the race on its merits or risk disqualification.

Relay Divisions and Distances:

Open	Senior Ladies	Master Men	Master Ladies	Junior	Sub-Junior
Heats 3000m Final 5000m	3000m	3000m	3000m	3000m	3000m

Multiple entries within a division will be accepted.

Clubs must declare the entrants for each team 30 minutes prior to the commencement of relay racing for that division. No changes will be permitted beyond this point except where a team has nominated a reserve that is not a member of any other team.

DINNER & PRESENTATION

The presentation dinner will be held at the [insert venue details] on the Saturday evening.

Address:

Presentation start time:

Meal start time:

Price

Adult: \$

Child (4 -13): \$

Important:

1. For practical reasons, it will **NOT** be possible to attend just the presentation. A meal must be paid for.
2. Meals must be booked and paid for by [insert date]. It will **not** be possible to pay on the day.
3. Please email event coordinators if any special requirements eg: vegetarian, gluten free, celiac etc.

ACCOMMODATION

Listed below are motels in the [insert area name] area. Accommodation will need to be booked early.

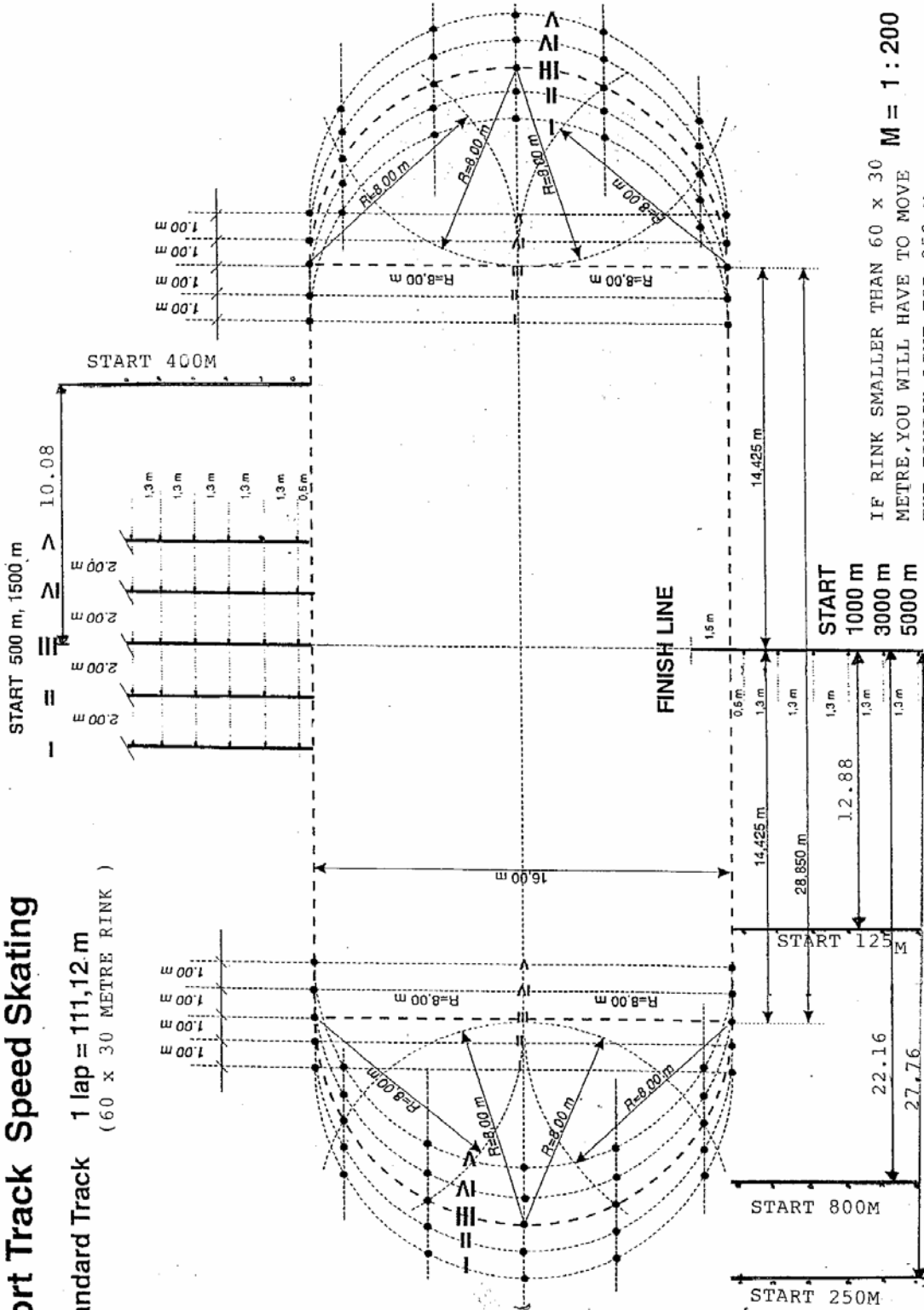
Book **now** or you may miss out!

List nearby accommodation:

ATTACHMENT D - ISU RINK MARKINGS

Part of Officials Handbook for Short Track Speed Skating

Appendix A2 Track Layout



IF RINK SMALLER THAN 60 x 30 METRE, YOU WILL HAVE TO MOVE THE FINISH LINE FOR 250 M. STARTING DOTS REDUCE DISTANCE BETWEEN.

$M = 1 : 200$

International Skating Union
Short Track Speed Skating

Standard Track 1 lap = 111,12 m
(60 x 30 METRE RINK)