



**WELCOME**  
**to the 2019 / 2020**  
**Speed Skating**  
**Season**

Hespeler Memorial Arena, 640 Ellis Road West, Cambridge, Ontario

# **Mission Statement**

**To provide youth with the opportunity to participate in the sport of speed skating, be it recreational or competitive. To promote the spirit of sport and offer a platform where the members can grow towards reaching their potential.**

## **Mandate**

**As a not-for-profit organization, the Cambridge Speed Skating Club relies on its many volunteers to actively participate in supporting needs of the Club. This Club was created for its members and as such, all Club activities shall be in the best interest of its members. Although the Club's skaters are encouraged to compete, it is recognized that not all members wish to venture beyond recreational skating. Understanding this, all skaters will be treated with respect and provided with an equal level of attention while participating in Club activities.**

For updates and ongoing activities, please check our website at  
[www.cambridgespeedskating.ca](http://www.cambridgespeedskating.ca)

# Administration Organization

## Board of Directors:

President: Christine Morrison, [president@cambridgespeedskating.ca](mailto:president@cambridgespeedskating.ca)

Vice President: Peter Ferguson

General Manager: Sebastien Paiement

Secretary: Karyn Taylor

Registration: Allison Faria

Treasurer: Bridget Schill

Hospitality: Barbara Yates

Equipment Manager: Sebastien Paiement

Bingo Coordinator: Jamie Hutchinson

The Cambridge Speed Skating Club is a member of the Ontario Speed Skating Association [www.ontariospeedskating.ca](http://www.ontariospeedskating.ca).

# Fundraising

## BINGO

For several years Cambridge Speed Skating has had the privilege to participate in the BINGO fundraising program through the City of Cambridge and now through the OLG.

It is important to always have enough volunteers at these events. If we fail to do so, we will not only lose the proceeds of the day but also run the risk to have the right to participate in this event evoked.

Funds received through the Bingo program pay for a significant portion of our ice rental and help keep our registration fees down.

Bridget Schill is our Bingo Coordinator, please contact her to sign up for an available bingo. If you are not able to fulfill your scheduled commitment, please arrange for somebody else to take your place.

# Volunteering

Our club cannot run without the help of the parents and family members of our skaters. There are a few ways we ask for volunteers to help.

## **MATS**

First hour parents, please help get the safety mats on the ice before practice and fill up the water buckets.

Second hour parents, please help get the mats back off the ice and into the mat room. Helping to get the mats on and off the ice saves valuable ice time for the skaters.

## **MEETS**

Our club runs at least one meet per season and a lot of volunteers are needed to make this event run smoothly and successfully. The club will let you know where and when we need help. Whether it's for a few hours, a day or the weekend we appreciate any time you can give.

Also, throughout the year we might need your support with different events (Christmas Party, AGM). If you feel you are able to contribute please let your team manager or somebody in the office know. Thanks so much for your consideration, your efforts will enhance your child's enjoyment in our sport.

A big Thank You to all the coaches, parents and other club members, who have already taken on various jobs on and off the ice. You are all a vital part of our club.

WITHOUT VOLUNTEERS, SPEED SKATING IN ONTARIO DOES NOT EXIST.

# Equipment and Safety

## Helmet Covers

In order to compete, each skater requires a helmet cover with a number.

The skater will keep this number for as long as he/she competes in Ontario.

Please contact Rebecca Champagne to obtain a helmet cover.

The cost for the first cover is \$10.00. If you lose your helmet cover and need a replacement, the cost will be \$25.00.

## Skates

For a fee, our club has speed skates available for rent. If your child needs a different size during the season, please let us know, and we will be happy to exchange the skates.

Alternatively, there is a selection of new and used skates available on the market.

When skates need sharpening, please let your coach know. The coach or an older skater will take care of this.

With normal use, for skaters in the first hours, skates need to be sharpened about once a month. If the skater is planning to compete, have your coach check your skates to see if sharpening is needed before the competition.

Please dry off the skates after practices and races, DO NOT put the skate guards back on until they are dry. You can wrap the skates in a towel or you can purchase skate socks to cover the blades. If the skate guards are put on when they are wet, the blades will rust.

## Suits

Speed skating suits are not necessary if you are just learning to speed skate or just skating for the thrill of it. If you wish to compete, a speed skating suit is desirable, the build in knee pads and shin guards make it more comfortable to skate.

If the skater is competing in the Elite Circuit Meets, a club suit is mandatory.

Used suits often become available as athletes grow, so pursue this avenue first when you need a suit.

## Water bottles

During practice, your child is encouraged to have a water bottle on the ice.

Please fill this bottle with water only and do not fill it with juice or a sports drink, these liquids are sticky when spilled on the ice and pose a safety hazard.

## Safety Equipment

On registration forms, a reference is made to the Speed Skating Canada rule D3-100 for protective equipment needed to train and compete in short track speed skating. On the next page you can find information on the D3-100 rule so everybody can be clear on the minimum requirements.

For protective equipment needed to train or compete in long track speed skating, please refer to SSC rule D3-200 and D3-300.

Club suits have some of the necessary protection build in. If you are not sure where to get some of the protective equipment, please ask somebody in the office.

### **D3-100 Short Track**

The following equipment is required for short track training and competition.

#### **Equipment Intent, Minimum Requirement and Guidance**

##### **Ankle Protection**

Intent: Prevent cut and puncture wounds of the Achilles tendon from blades during the thrust phase of the stride

Minimum Requirement: When no cut resistant suit is worn, a cut and puncture resistant anklet made of Kevlar or Dyneema must be worn on both legs, covering the legs from the tops of the boots to 10cm above the tops of the boots.

Guidance: Extend coverage higher up the legs, as desired. The more cut and puncture resistance, the better.

##### **Eye Protection**

Intent: Prevent eye injuries resulting from ice chips or a collision with a blade or other object

Minimum Requirement: Shatter-resistant glasses or a complete visor are required for all skaters. All glasses must be held in place by a strap

Guidance: Clear lenses are mandatory

##### **Hand Protection**

Intent: Prevent cut and puncture wounds on the hands from blades.

Minimum Requirement: For Learn to Skate programs, gloves or mitts must be worn. For any long blade activity, full leather gloves or a synthetic glove which offers an equal or superior level of cut and puncture resistance to leather must be worn.

Guidance: The more cut and puncture resistance of the gloves, the better.

##### **Head Protection**

Intent: Prevent major and minor head trauma and traumatic brain injury due to impacts with ice, boots, blades, bodies, boards and crash pads

Minimum Requirement: A helmet must be worn for all on-ice activities. It must be securely fastened under the chin at all times. A skate blade should not be able to penetrate any ventilation holes in the helmet.

For Learn to Skate and Learn to Speed Skate Programs, as well as training for Active Start and FUNdamentals aged participants, helmets must be ASTM F 1849 certified or CSA approved (hockey, snowboard/ski skateboarding helmets only). For all other competitions and activities, helmets must be ASTM F 1849 certified.

##### **Knee Protection**

Intent: Prevent puncture and blunt force impact wounds to the knees

Minimum Requirement: Full frontal knee coverage providing complete coverage of the patella. Made of puncture resistant (e.g. Kevlar or Dyneema) and impact absorbing (e.g. high density foam) material. Protection may be worn over a skater's skin suit or it can be integrated in the suit.

Guidance: The more puncture resistance and blunt impact energy absorption, the better.

## **Neck Protection**

Intent: Prevent cut and puncture wounds to the neck area, especially in the areas of the major arteries.

Minimum Requirement: All skaters must wear neck protection covering the lower half of the full circumference of the neck and covering all soft tissue below the chin to a point extending below a line joining the armpits at the front of the body. Neck protection must be made of Kevlar, Dyneema, or ballistic nylon. Protection may be integrated into the design of a skater's skin suit or worn tucked into a skater's skin suit. If separate neck protection is worn it must be fastened securely.

Guidance: The more cut and puncture resistance and the greater the extent of neck coverage, the better.

## **Rest of Body Protection**

Intent: Prevent cut and puncture wounds on any other part of the body not already covered by other protective equipment.

Minimum Requirement: All skin below the mid-line of the neck must not be bare. Skaters participating in events sanctioned as SSC Championships and/or as Selection/International competitions must wear cut resistant clothing meeting or exceeding the minimum standards established by the ISU.

Guidance: Minimum requirement "rest of body protection" is recommended for all other activities (e.g. training) where skaters are performing at a level similar to the lowest level of SSC Championships. The more cut and puncture resistance, the better.

## **Shin Protection**

Intent: Prevent cut and puncture wounds along the shin from blades, as well as some measure of blunt impact protection from hitting hard objects/bodies.

Minimum Requirement: When wearing long blades, skaters must wear hard plastic or built-in cut and puncture resistant material with some impact energy absorption. Full frontal shin coverage is from within 2.5 cm of the top of the boot to within 2.5 cm of the bottom of the knee protection. Protection may be worn over/under a skater's skin suit or it can be integrated in the suit.

Guidance: The more cut and puncture resistance and impact protection of the shins, the better.

## **Skate blades**

Intent: Reduce the puncture making capacity of the blades.

Minimum Requirement: The rear and front tips of all skate blades shall be rounded to a minimum radius of 1cm.

Guidance: The rounder the tips, the better.

# Long Term Participant and Athlete Development Model

## This program can be described as:

- ◇ A framework for decision making with regards to athlete development, it is not a training program.
- ◇ Anchored in the belief that each participant is different, with individual needs and rates of development
- ◇ Athlete focused and concerned with the holistic development of all participants.

## LTPAD recognizes that:

- ◇ children are not miniature adults
- ◇ the stages of development overlap and are unique to each individual
- ◇ the accumulation of deliberate practice and training age is linear, the development of key capacities is non-linear and individualized

## The goal of the LTPAD:

- ◇ Enhanced quality of programs adapted to the specific needs of participants
- ◇ More participants involved in speed skating through increased accessibility and retention rate.
- ◇ Provide a systematic and methodical pathway leading to the pursuit of international excellence and lifelong participation in sport.

## Speed Skating's Stages of Development:

Fundamental Movement Skills (agility, balance, coordination, speed)

Fundamental Sport Skills

Building Physical, Mental and Social Capabilities

High Performance Sport

	Boys ages	Girls ages
Active Start	0-6	0-6
Fundamentals	6-9	6-8
Learning to Train	9-12	8-11
Training to Train	12-16	11-15
Learning to Compete	16-18	15-17
Training to Compete	18-21	17-21
Learning to Win	Short Track: 21-23 - Long Track: 21-25	
Training to Win	Short Track: 23+ - Long Track: 25+	
Active for Life	Masters, Coaches, Officials, Volunteerism	

The program calls for two sizes of oval tracks, 100 m. and 111 m.

The races are set up for with short distances for sprinting development and long distances for stamina development.

# Competitions In Ontario

Complete rules, regulations and set up of short track and long track competitions in Ontario can be found on the Ontario Speed Skating website: [www.ontariospeedskating.ca](http://www.ontariospeedskating.ca). Click on 'Racing' at the top and then click on 'Technical Bulletin' on the right side.

## Long Track

Weather permitting, there is usually at least one long track competition in Ontario, in Ottawa in January. The Ottawa Pacers hosts the Provincial Championship on an outdoor oval. There are two styles of competition, the 'mass start' and 'Olympic style.'

The results of the Provincial Championship will determine who qualifies for Team Ontario into the Canadian Age Class Championships.

Please refer to the Long Track Technical Bulletin on the OSSA website for more information.

## Short Track

Helmet cover: if you lose your helmet cover prior to a meet, please obtain a new one from our club office. Your new number needs to be registered with the Provincial Registrar. If you come to a meet and have forgotten your helmet cover, please contact your coach so he/she can get a temporary one from the host club for a fee of \$15.00. Sharing of helmet covers is not permitted during a meet.

For Short Track there is a 3-tier competition set up:

Mini Meets

Regional Series Meets (age and ability)

Elite Series Meets (age and ranking)

You will need a registration form for every competition.

Meet Entry Forms can be found on the Ontario Speed Skating website: click on 'Racing' at the top and look for the specific racing series on the right side. You will find a list of competitions, look for the Meet Announcement and Entry Form and print these off.

**If a meet entry form with payment is not handed in to the club office by the due date, the skater will not be registered for the competition.**

## MINI MEETS

Mini meets can consist of traditional racing and/or skill events.

The meet can be a half day or 1 full day.

The choice of events and the sequence is left to the discretion of the host club, in order to accommodate each clubs' hosting situation and the development of the skaters.

If the host club does not obtain an OSSA Sanction, the results will not be considered for the Short Track Ranking List.

## **REGIONAL RACING SERIES**

Any competitive member who is not classified as an Elite Series skater will be considered a Regional Series skater. There are three different regions – West, Central and East.

The Cambridge Speed Skating Club is part of Region West, together with Hamilton, Milton, Kitchener-Waterloo, London, Oakville and the Golden Horseshoe.

Skaters from the host region have priority in registration. For out of region meet participation, skaters who have registered will be added to a waiting list.

If the one-day Regional Series competition has fewer than 120 registrants from the host region, the Provincial Registrar will then add waitlisted skaters based on the proximity to the host club.

Cradle classes (children under 6) may be run at the discretion of the host club.

Regional Series meets are one day meets with the exception of the two day Provincial Championships.

A Regional Series Meet has 3 Racing Groups.

**Group 1:** Ages 14 and older, mixed gender racing – 111m. track

**Group 2:** Ages 11-13, mixed gender racing – 100m. and 111m. tracks

**Group 3:** Ages 6-10, mixed gender racing – 100m. track

Each group will contain a number of racing divisions, and the maximum size of a division shall be 16.

At the end of the season, skaters competing in the Regional Racing Series are invited to participate in the Provincial B (ages 11 and up) and Provincial C (ages 6-10) Championships.

Meet racing schedules and other information can be found on the Ontario Speed Skating website

## **PROVINCIAL RACING SERIES**

The Provincial Series meets are Province-wide 2 Day meets.

At the start of the racing season, a minimum of 148 skaters will be invited to race in the Provincial Racing Series based on their position on the final ranking list at the end of the previous season.

### **SKATER ELIGIBILITY**

- Racing age 11 and older.
- Meets provincial time standard

### **INVITATIONS TO THE ONTARIO ELITE CIRCUIT**

The following number of skaters will be invited to the Ontario Elite Circuit at the beginning of the season per age category and gender:

11-12 year old girls: 20 skaters

11-12 year old boys: 24 skaters

13-14 year old girls: 20 skaters

13-14 year old boys: 24 skaters

Open women (15-29): 24 skaters

Open men (15-29): 36 skaters

Skaters will be selected for the Ontario Elite Circuit based on the following:

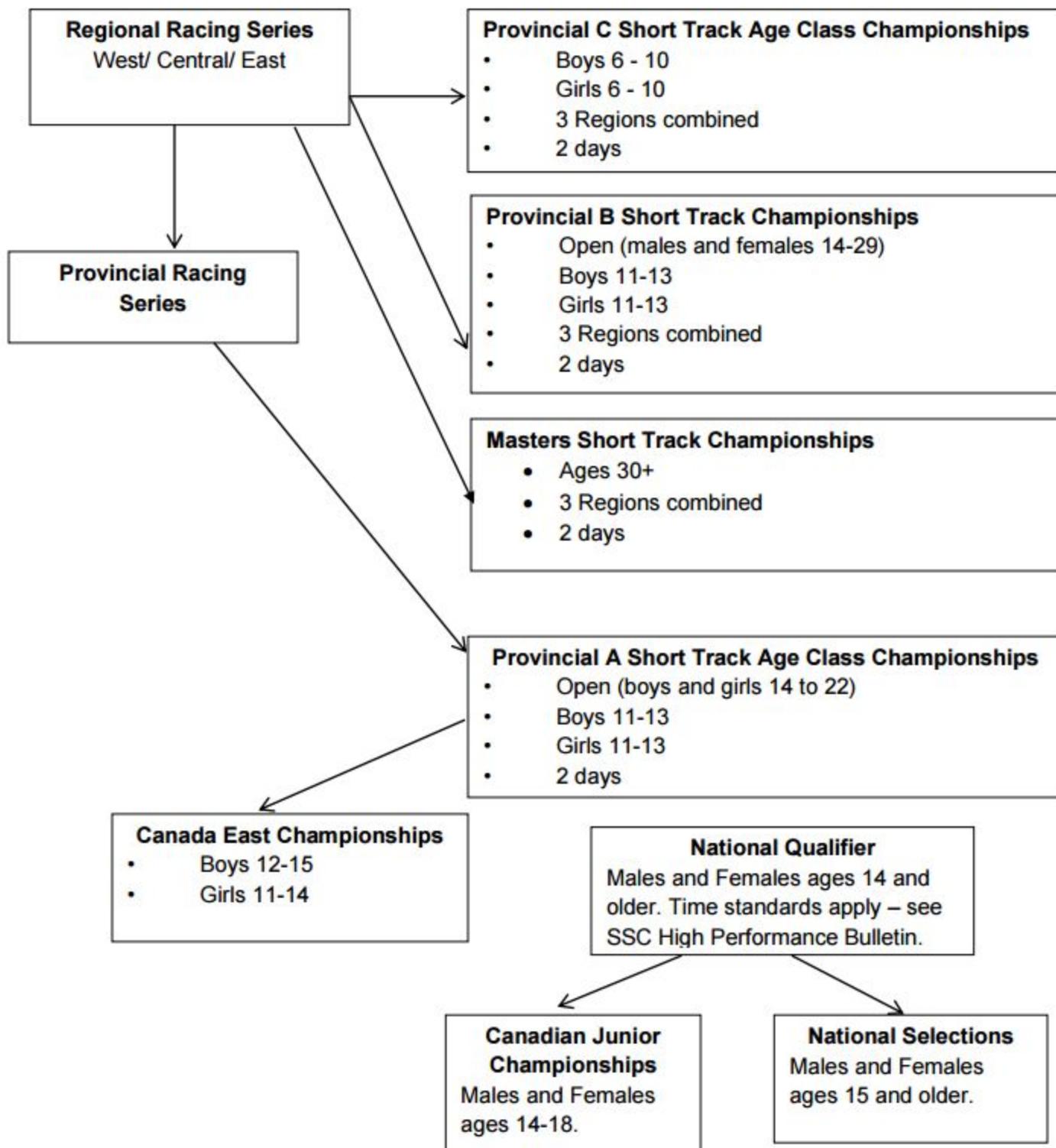
11-12 year old skaters: 400m (100.0m track) ranking time from the 2017-2018 season

13-14 year old skaters: 400+1500m (100.0m track) ranking time from the 2017-2018 season

Open skaters: 500+1500m (111.12m track) ranking time from the 2017-2018 season

At the end of the season, skaters competing in the Ontario Elite Circuit are invited to participate in the Provincial A Championships. This competition will be used to select skaters for the Canada East Short Track Championships and to name the Ontario Open Provincial Champions.

Meet racing schedules and other information can be found on the OSSA website.



## **Racing Calendar**

This will be updated once it is determined there will be meets this season



## **Safe Return to Activity Guideline**

## **Policy**

*Purpose: To provide a guideline, highlighting the need to ensure safety for our athletes, and an attempt to prevent life altering consequences.*

All Cambridge Speed skaters and Guest Skaters will be encouraged to complete baseline testing annually. In the event of an injury (as identified by a coach, referee, risk assessor, skater or parent), the athlete will be removed from the activity and the risk assessor will:

- Provide Basic First Aid
- Perform a secondary injury assessment or
- Contact Emergency Medical Services.

If the secondary injury assessment indicates signs of concussion symptoms, it will be recommended that the athlete undergo a concussion test after a ten minute rest.

If the skater is not symptomatic but the severity of the injury is questioned, it will be recommended that the skater will be tested before the end of the practice. If at a competition and the skater is not symptomatic but an injury is suspected, it will be recommended that the skater be tested before he/she resumes racing.

The risk assessor will compare test scores to the baseline test scores. If the SCAT 2 is 3 less compared to the baseline score, then it will be recommended that the skater be immediately removed from the practice or competition and seek medical attention.

If the skater's baseline score to current score does not show a failing discrepancy, then the risk assessor will advise parents and coaches to continue to monitor for signs and symptoms and may recommend a follow up medical evaluation.

All athletes removed from activity will be requested to present the following before being allowed to return:

- Medical authorization from a medical doctor, who was informed of the change in baseline scores after the injury, other data on the SCAT2 testing and the nature of the injury.
- Return to baseline scores on all previously administered tests.
- Be symptom free.

A skater can recover fully from a concussion if the brain is given enough time to rest and recuperate. Returning to normal activities is a step-wise process. Sometimes these steps can cause symptoms of a concussion to return. This means that the brain has not yet healed, and needs more rest. If any signs or symptoms return during the Return to Activity process, the athlete must retreat to a previous step and should only proceed when it is safe to do so. Remember, symptoms may return later that day or the next, not necessarily during the activity.

No athlete will be allowed to return if symptomatic. A step wise Return to Activity Program will be followed per the SCAT2 guidelines. That is, “there should be approximately 24 hours (or longer) for each stage and the athlete should return to stage 1 if symptoms recur. Resistance training should only be added in the later stages. Medical clearance should be given before return to play”. The athlete should be supervised by someone who can help monitor for symptoms and signs.

1. Rest until Asymptomatic (physical and mental rest)
2. Light aerobic exercise (such as walking or stationary cycling). No resistance training or weight lifting. The duration and intensity of the aerobic exercise can be gradually increased over time if no symptoms or signs return during the exercise or the next day.  
**Symptoms? Go back to Step 1. No symptoms? Proceed to Step 3.**
3. Sport specific exercise (there should be no body contact or jarring motions).  
**Symptoms? Go back to Step 2. No symptoms? Proceed to Step 4.**
4. Light resistance training and drills.  
**Symptoms? Go back to Step 3. No symptoms? Proceed to Step 5.**
5. Full training.  
**Symptoms? Go back to Step 4. No symptoms? Proceed to Step 6.**
6. Return to competition.



## **ATHLETE & PARENT / GUARDIAN CODE OF CONDUCT**

Participation on the ice at Cambridge Speed Skating Club (“CSSC”) is a privilege, not a right, which should elicit great pride in skaters and their families. Our standards of behaviour are exceedingly high and a willingness to live up to them is a condition of being a member of the CSSC.

Consistent with these standards, and as a continuing condition of participation, skaters and parents are required to sign this statement of personal commitment. The athlete’s signature, along with that of his/her parent/guardian, indicates that both recognize and understand the responsibility to adhere to the basic concepts of good citizenship, fair play, and those positive examples with which every CSSC participant should be identified.

The goal of our Club is to support athletes in pursuit of excellence and achieving their potential in the sport of speed skating. To do this, we need to appreciate that there is a need to maintain a strong behaviour and discipline code to support each and every athlete’s efforts.

While participating in any Club activity, including practices, meets, social events, team travel, overnight stays in hotels/motels, dining in restaurants and when in or on public/private property, including change rooms and parking lots, etc., athletes are expected to demonstrate responsible manner, as befits the CSSC.

Unacceptable behaviour as listed below will not be tolerated at any time:

- use of foul language
- bullying
- damage to facilities
- fighting
- unsportsmanlike conduct
- use of drugs, tobacco or alcohol
- sexual harassment act
- committing any which would be considered an illegal offence
- breaking training or curfew without consent
- when away at meets, doors will be left open when a non-occupant visits the room

Should any unacceptable incidents occur, actions may include:

- verbal/written warning
- further action as described in the CSSC Disciplinary Outline
- being sent home from a meet at the member’s expense
- damage to property will be the responsibility of the instigator and his/her parents

Parents/Guardians are encouraged to promote sportsmanship at all practices and meets through your actions by demonstrating positive support for all skaters, coaches, officials and spectators regardless of race, creed, religion, sex or ability.

We recognize the importance of volunteer coaches and their importance to the development of the individual skater and the CSSC will work to provide a positive experience for all.

All coaches should be treated with dignity and respect in language, attitude, behaviour and mannerisms. Skaters will follow the program and instructions as set out by the coaches, failure to do so may result in immediate dismissal from the program. Disrespect to coaches or undermining their authority will not be tolerated. Skaters are expected not to bring any electronics on the ice (except for heart rate monitors).

Should a problem/concern arise, we agree to communicate our concern in writing to any member of the current executive who will then hand the matter over to the President of the CSSC, for resolution according to the Disciplinary Action Outline.

Please note that a report will be written up in each case outlining the problem and the solution.

**YOUR SIGNATURE INDICATES THAT YOU HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE CODE OF CONDUCT HEREBY WRITTEN FOR THE CAMBRIDGE SPEED SKATING CLUB.**

Dated in Cambridge, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Athlete

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Signature of Athlete

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Signature of Athlete

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Please Print Name



# CODES OF CONDUCT

## DISCIPLINARY ACTION OUTLINE

CSSC has developed and will enforce the ‘Athlete and Parent/Guardian Code of Conduct’ and the ‘Club Representative Code of Conduct’. All members, including the Executive and Board of Directors of the CSSC must sign the appropriate Code of Conduct at the start of each season.

The CSSC Board is adopting a ZERO tolerance policy and failure to adhere to these Codes of Conduct will result in appropriate disciplinary action at the discretion of the CSSC Board.

All reports of Code of Conduct infractions must be submitted in writing to the Board of Directors.

### **Disciplinary Action**

Disciplinary actions for Codes of Conduct infractions will, as a general rule, follow a multi-tiered disciplinary approach, with the severity of the penalty increasing for each subsequent infraction. However, the CSSC Board reserves the right to impose a more severe penalty than the next subsequent tier in the process, should the infraction warrant such a penalty.

1<sup>st</sup> infraction – Written warning

2<sup>nd</sup> infraction – Sanction, which may include a practice suspension or removal from membership without reimbursement.

CSSC

CSSC reserves the right to reject membership in such a case where previous record of conduct unbecoming a member of the CSSC has been evident.



## **Refund Policy**

*Purpose: To outline which and under what circumstances fees are refundable.*

The following fees are non-refundable:

- Pre-registration fees
- Club registration fees
- Equipment rental fees
- Try B 4 U Join fees
- Guest skater fees
  
- OSSA/SSC fees

Unless:

- Medical circumstances make it impossible for the skater to participate
- Extenuating circumstances arise (as determined by the Board).

Depending on the circumstance and the time of the season, a partial or full refund (minus OSSA/SSC fees) of the above mentioned fees can be granted.

In order to request a refund, please submit the following information to the Board:

Name skater: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information: Phone \_\_\_\_\_ Email \_\_\_\_\_

Reason for Refund Request:

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## **PRIVACY POLICY**

*Purpose: To comply with PIPEDA (Personal Information Protection & Electronic Documents Act). The Act regulates the collection, use and disclosure of personal information.*

The Cambridge Speed Skating Club requests its members to allow personal information such as name, address, date of birth, medical information, e-mail addresses, telephone numbers, etc. on their families to be entered electronically on the SSC database. Electronic and hard copy lists may be on file in the Club office, SSC office and OSSA office. They are to be kept in a secure location to which no one other than the Club, OSSA and SSC staff has access. The Board of the Cambridge Speed Skating Club is the appointed designate for overseeing the data collection.

### *Purpose of Information Collection*

This information is necessary to allow athletes to train and compete in an age appropriate environment, and to have personal and emergency medical information on hand when direct contact is necessary. The latter also applies to volunteers and club officials. The Cambridge Speed Skating Club also collects baseline concussion testing information as per the Baseline Testing and Sport Concussion Assessment Policy.

### *Security and Safeguards*

The database used is secure, and personal information is not accessible to the general public. The CSSC registrar and president have access to the database only as it pertains to club members. SSC and OSSA can access personal information on all its registered members. This information is used to determine insurance requirements, total age category registration numbers, rankings, eligibility for competitions as well as meet results.

Access to the database of CSSC is limited to the Board of the CSSC, executives and club officials. Access and the sharing of information is limited to the uses listed below.

### *Limited Use of Information*

Personal information is shared with CSSC club officials as needed for skater safety and athlete development. Meet managers, Chief Recorders and Chief Referees are provided with the name and date of birth of skaters entering competitions. Names, ages and event results are published electronically as well as in hard copy format after the conclusion of competitions.

Other personal information is not made available at any time without prior contact with the skater or parent/guardian of under-aged skaters.

Skater and parents names, addresses, phone numbers and e-mail addresses are shared with club members for the purpose of the CSSC for event, fundraising and social organizing. Skater names may be included in press releases, newsletters, website and activity notices. Baseline concussion testing results may be shared with a club official, or physician/clinician

evaluating your child after the injury. Your child's concussion test data may also be made available to CSSC and individuals authorized by CSSC in order to maintain and administer the concussion assessment program.

*Consent & Withdrawal Thereof*

The CSSC requires consent from each member to continue with this practice. The club Registrar keeps this signed policy on file for each registered member until such time at which a member wishes to withdraw consent or leaves the organization. Withdrawal of consent for the use of personal information must be received in writing by the Registrar of CSSC.

*Individual Access*

The CSSC will be happy to provide registered individuals with their personal data file as it appears in the CSSC records.

*Complaints*

Complaints regarding this policy are to be directed to any member of the Board of Directors of the Cambridge Speed Skating Club who will attempt to remedy each situation as it arises expeditiously and in strict confidence.

Name of Athlete: \_\_\_\_\_

Signature of Athlete: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian (if skater is under 18) \_\_\_\_\_