



# SKATE CANADA DOMESTIC EVENTS ACCREDITATION PROCEDURE

(AUGUST 21, 2017)

EFFECTIVE IMMEDIATELY

This document outlines the accreditation procedures for Skate Canada Challenge, National Skating Championships and Synchronized Skating Championships. The purpose of the Accreditation Guidelines and Procedures are:

- to ensure that the athlete environment at Skate Canada events supports athlete success by managing access to all venue areas;
- to provide accredited individuals as outlined in Section 1 access that is aligned with their role and responsibilities while onsite at a Skate Canada Event;

Note: this document does not include athletes, officials, volunteers, guests, VIPs or Skate Canada staff.

## INDIVIDUALS

Sections may request accreditation privileges from Skate Canada for: Section Team Managers/Synchro Team Managers, Section Chairs, Executive Directors, Technical Directors, coaches, and Integrated Support Team (IST). For the National Synchronized Skating Championships only; Synchro Team Managers, Synchronized Skating Coordinators, team chaperones. All individuals (except IST) must be Skate Canada Registrants in good standing for the current season or be a current Skate Canada Section employee to be eligible to receive accreditation privileges.

## Coaches

Only coaches that meet the requirements outlined in the Coach Accreditation Policy for Skate Canada Qualifying Events, are eligible for accreditation privileges.

## Integrated Support Team (IST)

Integrated Support Team Professionals (IST) are defined as athlete development experts that support coaches, athletes and teams in areas of sport sciences and sport medicine and who have one of the following professional designations:

- Medical Doctor
- Physiotherapist (Member of the Canadian Physiotherapy Association (CPA))
- Athletic Therapist (Certified by the CATA)
- Sport Psychologist (Must be licensed by and in good standing with their provincial governing body; and/or a member in good standing of the Canadian Sport Psychology Association)
- Registered dietician
- Strength and Conditioning Coach (NSCA-CSCS)



## ACCREDITED ACCESS

The chart below outlines the areas and services accredited individuals have access to while on-site at Skate Canada Domestic Events.

	BACK OF HOUSE			RINKSIDE	SHUTTLE	GENERAL VENUE ACCESS
Role	Skating/ Coaches Lounge	Dressing Rooms	Printing & Operations	At the Boards	When applicable	*No assigned seating
Team Managers	X	X	X	X	X	X
Section Chairs					X	X
Section Executive Directors					X	X
Section Technical Directors			X		X	X
Coaches	X	X	X	X	X	X
IST					X	X
Synchronized Skating Coordinators (Synchro Only)			X		X	X
Team Chaperones (Synchro Only)		X			X	X

- Only individuals with a coach accreditation, per the Coach Accreditation Policy for Skate Canada Qualifying Events, will be permitted to coach athletes.
- Only two people will be allowed at the boards as determined by the skater/team (i.e. one coach and one team manager or two coaches)
- Skater On and Skater Off areas will be venue specific and will be defined by the event Technical Representative.

## REGISTRANT STATUS VERIFICATION

- The Section is responsible for verifying that the individuals are registered for the event and are Skate Canada registrants in good standing for the current season or a current Skate Canada Section employee.
- If a Section registers an individual that is not a Skate Canada registrant, in good standing for the current season or a current Skate Canada Section employee, a penalty may be applied.

## COACH ACCREDITATION VERIFICATION

- The Section is responsible for verifying that all coaches they register for the event meet the requirements as outlined in the Coach Accreditation Policy for Skate Canada Qualifying Events.
- If a Section registers a coach that does not meet the requirements as outlined in the Coach Accreditation Policy for Skate Canada Qualifying Events, a penalty may be applied.



## **MAXIMUM NUMBER OF ACCREDITED INDIVIDUALS**

### **Skate Canada Challenge & National Skating Championships:**

- Each competition entry may only have two accredited individuals for the event. The two individuals may be two professional coaches or one professional coach and one integrated support team personnel (IST) as defined in the Individuals section above.
- The names of the individuals requiring accreditation must be included in the competition registration process. Late applications may not be accepted.

### **National Synchronized Skating Championships:**

- Five individuals may be accredited per team and can include coaches, team managers, IST and chaperones.
- A maximum of two (2) coaches can be included as part of the five (5) accredited individuals and are subject to the requirements as outlined in the Coach Accreditation Policy for Skate Canada Qualifying Events.
- The names of the individuals requiring accreditation must be included in the competition online registration process. Late applications may not be accepted.
- A maximum of two (2) coaches may stand at the boards either at Skater On or Skater Off (Kiss & Cry).
- One alternate (skater) will stand at Skater Off. The team manager and other alternates must stand near the Skater Off area (Kiss & Cry).
- Chaperones will be allowed in the dressing rooms ONLY and do not have rinkside access during practice and competition (including the Kiss & Cry area). Access may be adjusted by the Technical Representative depending venue set up and logistics.
- Section Chairs, Section Executive Directors, Section Technical Directors and Section Synchronized Skating Coordinators will not count towards the five individuals that a team can accredit.

## **TEAM MANAGERS**

- Individuals accredited as a Team Manager who are not executing the role of a coach for any competitors are not subject to the requirements as outlined in the Coach Accreditation Policy for Skate Canada Qualifying Events.
- A maximum of two Team Managers per Section for up to ten skaters can be accredited.
- One additional Team Manager for every additional five skaters can be accredited.
- Team Managers requiring accreditation must be included in the competition registration process. Late applications may not be accepted



- Requests for additional Team Managers will be considered on an event-by-event basis:
  - The request must be submitted as part of the registration process.
  - The request must contain specific rational as to why the additional Team Manager(s) is(are) necessary
  - Late applications may not be accepted

## **ACCREDITATIONS**

- Photos are not required.
- Accreditations will be available for pick-up on-site at the event. The information on accreditation pick-up location and times will be communicated in advance of the event in the Information Package.
- The Section is responsible for ensuring the correct spelling of people's names. Accreditations will not be reprinted on-site.

## **COMPLIANCE & PENALTY**

- The Technical Representative for an event has the authority to manage access to the Skater On and Skater Off/Kiss & Cry areas and may limit the number of people at the boards or in the Skater On/Skater Off/Kiss & Cry areas if he or she feels skater performance or safety is being compromised.
- Skate Canada has the authority to suspend an individual's accreditation privileges at a Skate Canada event should an accredited individual violate the Skate Canada Accreditation Procedures;
  - If an individual's accreditation is suspended their accreditation tag will be removed.
  - That individual would be required to obtain event tickets should he/she want to watch the competition/event.
  - Skate Canada has the authority to apply additional sanctions post event, pending an investigation of the incident or actions that resulted in an individual's accreditation being suspended.