



International Masters' Speed Skating Committee

Mailing Address: International Masters' Speed Skating Committee (IMSSC), Office
Dr. Volker Serini, Sebastian-Kneipp Weg 2, D-47802 Krefeld, GERMANY
Phone +49 2151 563177, Mobile Phone +49 172 263 6664, Fax +49 2151 563975
Email: info@imssc.org Internet: www.imssc.org

Masters' Sprint Games and Masters' Allround Games Requirements and Advices to Organizers

State 03 July 2011

1. Organizer

There must be appointed one responsible organizer for the Games.

2. Experienced Master Skater in OC

There should be at least one Master speed skater in the Organizing Committee (OC) of the organizer to share his experience from the previous Games.

3. Announcement

The Official Announcement (draft) will be prepared by the IMSSC Office and sent to the organizer. It must be corrected and completed as far as necessary by the Organizing Committee and sent back to the IMSSC Office in August. It will be issued in October at the Official Webpage of the IMSSC www.imssc.org.

4. Entry Procedure

The Entry Procedure will be electronical. The IMSSC Office issues the Electronical Entry Form together with the Announcement on the Official Webpage of the IMSSC www.imssc.org in October. The competitor has to fill in this electronical form on the IMSSC Website and to send it to the organizer by clicking on the button "Submit". The competitor receives automatically by email a confirmation that the entry has been received by the organizer. The organizer has to issue a list of the accepted competitors and the competitors on the waiting list on his webpage and to keep it frequently updated (at least once a week).

Entries of the different nations are accepted succesively according to their arrival until the nations' quota are filled. Further entries will be taken on waiting lists. Entries withdrawn before the deadline of entries can be substituted by a skater from the same nation. Withdrawals after the deadline will not be substituted. Not used quotas are distributed among nations with more entries than their quota (waiting lists) in relation to their percentage of quota.

Several countries have their own qualification system and receive the entries themselves (IMSSC Members). The entry deadline for these countries is one week earlier than for the other nations.

5. Invitation for Visa

Participants from Russia, Ukrainia, Kazakhstan, etc. need a personal invitation from the organizer with witnessed signature directly after their entry for getting visa. This personal invitation must be sent in origin by airmail to their postal address. Take into consideration that the airmail may take several weeks, as for example in Russia.

6. IMSSC Fee

The IMSSC Fee must be collected by the organizer together with the participation fee as "Entry Fee" and the IMSSC Fee must be transferred to the account of the IMSSC not later than 4 weeks after the Games.

7. Entry Fee

The Entry Fee (per competitor) will be decided by the Organizing Committee. The Entry Fee, including an IMSSC Fee of 10 EUR, includes also Welcome Drink and Closing Banquet. The Welcome Drink includes finger food. The drinks at the Closing Banquet have to be payed by the competitors separately. Companions have to pay for the Welcome Drink and the Closing Banquet by themselves, including team leaders and coaches. If a competitor cannot take part in the Welcome Drink or Closing Buffet a refund cannot be made.

8. Waiver

Have the "No responsibility" waiver signed originally at the check-in-procedure at the latest.

9. By-Program or Touristical Informations

Some touristical informations or informations about a by-program should be available for the participants at the check in.

10. Hotel Reservations

Be sure to make enough reservations at the official hotel(s) for all skaters during the competition days, and some reservations on the preceding weekdays. Special prices should be offered by the hotels for the participants and their companions. The hotels should give an option for the number of necessary rooms, single rooms, double rooms, until a fix date. Room prices shall include breakfast. The participants and companions have to book their hotel rooms themselves.

11. Welcome Drink

The Welcome Drink shall not be a supper. Do not offer the finger food with plates. A lot of the participants will fill their plates very full, so that other participants do not get any finger food.

12. Time Schedule

Keep strictly to time schedule during the races. There are not a lot of team-leaders at masters' competitions, and it is not easy for the competitors to follow deviations in the time schedule during the competition day.

13. Joined Age Groups

If the number of competitors in an age group is very small, neighboured age groups may be joined for drawing and skating. In these joined age groups the name of the competitor must appear together with his age group, e.g. "Mueller, Heinz 55" or "Heinz Mueller 55", The final classification must again be split into separate age groups.

If the time schedule requires a restriction of participants in the last distance of the Allround Games, joined five year age groups have to be separated before the restriction of participants. The restriction has to be done for every five year age group separately. Afterwards five year age groups can again be joined for the last distance as described above.

14. Restriction Longest Distance

Please observe that there are IMSSC Rules for the restriction of participants in the longest distance at Allround Competitions.

15. Diploma, Medal, Cup, Protocol, Souvenir

Every competitor should receive a diploma containing the competitors name, age group, rank and points. Additionally he should receive a cup (first three ranks) or a medal, one protocol with the complete results for all age groups including lap times and final classification and a souvenir. Provide some protocols extra for team leaders.

16. Victory Ceremony

The victory ceremony should be organized at place raised higher so that all participants can follow the ceremony. The photographers should have a restricted area where they don't hinder the sight of the participants at the ceremony.

17. Sufficient Number of Seats

Provide a sufficient number of seats at the Victory Ceremony and the Closing Banquet (competitors and companions). This is to avoid that participants are refused because there are no more seats.

18. Closing Banquet

A requirement at the Closing banquet is to assign places at the tables to each nation involved by means of a placeholder. The needed places should be announced by the team leaders of the different nations at the check in for the competition already.

If there is a buffet at the Closing Banquet a speaker should organize the visit of the participants at the buffet so that not all 200 – 300 participants go to the buffet at the same time. Every table should have a number and the speaker should at first call for example table 1 and 2 to the buffet. If the buffet is again free he should call table 3 and 4 to the buffet, and so on.

If there is a buffet at the Closing Banquet all food, inclusively the meat, should be available at once at the buffet after the opening of the buffet. Grilling or similar procedures for preparing food after the beginning of the buffet takes too much time and should not be planned.

To be sure that all participants of the closing banquet have banquet tickets the waiters who ask for drinking wishes (drinks have to be paid by the participants separately) should also ask for the banquet tickets. Participants having no tickets can buy tickets from the waiter.

19. Shuttle Service

A shuttle service may be necessary depending on the distance between the hotel(s) and the ice rink.

20. First Aid, Medicine

First aid should be available in the stadium. An ambulance and a medicine should be available nearby.

21. Record Applications

The necessary documents for record applications should arrive at the IMSSC Statistician and at the IMSSC Office within 6 weeks after the end of the competition.

INTERNATIONAL MASTERS' SPEED SKATING COMMITTEE (IMSSC)

V. Serini

(Dr. Volker Serini, Secretary IMSSC Office)

Games-Requirements-110703

Members of the IMSSC:

Hubert Kreutz (AUT), Willy Caboor (BEL), Brett Arnason (CAN), Petr Novák (CZE), Indrek Aarna, Ph.D. (EST), Matti Kilpeläinen (FIN), Dr. Volker Serini (GER), Antonio Nitto (ITA), Jae-Seok Choi (KOR), Lasma Kauniste (LAT), Bram de Vries (NED), Sven-Åge Svensson (NOR), Miklos Jenei (ROM), Vladimir Tkachenko (RUS), Markus Ulmer (SUI) Donald Drielsma (SWE), Andrew Love (USA)

Honorary Members of the IMSSC:

Roland Hagemann (GER), Dominik Wehling (GER), Drs. Harry G. Falke (NED), Aris J. Dijkman (NED), Peter Reimann (SUI)