**TIMELINE FOR BIS PERMITTED SPEED SKATING EVENTS**

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| **TIMESCALE** | **CLUB / ORGANISER / REFEREE** | **BIS OFFICE** |
| **1 MONTH PRIOR TO EVENT** | **CLUB**  AGREE PROPOSED DATE WITH ICE RINK MANAGEMENT / BRITISH ICE SKATING  **CLUB / EVENT REFEREE**  SUBMIT PROVISIONAL PERMIT  SUBMIT RISK ASSESSMENT | NOTIFY CLUB IF DATES ARE **NOT** AVAILABLE AND AGREE POTENTIAL ALTERNATIVES  ON RECEIPT OF PROVISIONAL PERMIT VERIFY OFFICIALS (NOTIFY CLUB OF ANY ISSUES) AND ADD PROVISIONAL DATE TO WEBSITE |
| **MINIMUM 2 WEEKS PRIOR TO EVENT** | **CLUB & EVENT REFEREE**  SUBMIT APPLICATION FOR FINAL PERMIT ALONG WITH ANY OUTSTANDING / ALTERNATIVE OFFICIALS  **CLUB**  PAY APPROPRIATE PERMIT COSTS | VERIFY OFFICIALS (NOTIFY CLUB & EVENT REFEREE OF ANY ISSUES) |
| **MINIMUM 5 WORKING DAYS PRIOR TO EVENT** | **CLUB**  SUBMIT FINAL PERMIT - SKATERS  SUBMIT COPY OF CLUBS INSURANCE CERTIFICATE (IF NOT AFFILIATED WITH BIS) | VERIFIY SKATERS’ MEMBERSHIP (NOTIFY CLUB OF ANY ISSUES)  SEND AUTHORISED PERMIT TO HOLD SANCTIONED EVENT CERTIFICATE TO CLUB/REFEREE |
| **MAXIMUM 1 WEEK AFTER EVENT** | **REFEREE**  SUBMIT EVENT REPORT TO EVENTS TEAM AT BIS. ANY SERIOUS ISSUES PLEASE CONTACT EVENTS TEAM AT BIS.  **RESULTS**  SUBMIT A COPY OF THE PROGRAMME WITH THE RESULTS AND RECORDED TIMES | READ REPORTS CONTENT – IF NO AREAS OF CONCERN FORWARD A COPY TO THE CLUBS COMPETITION SECRETARY TO ASSIST WITH FOLLOWING YEARS ORGANISATION |