



## STANDARD NONQUALIFYING COMPETITION ANNOUNCEMENT INSTRUCTIONS

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U.S. Figure Skating is pleased to provide a standard nonqualifying competition announcement for any figure skating club hosting a U.S. Figure Skating Sanctioned competition. When host figure skating clubs use the same announcement templates, it provides the best experience for our athletes for the following reasons:

- ✓ Clarifies the competitive pipeline.
- ✓ Allows skaters to have the same program for all events and compete under exactly the same rules at any competition they attend.
- ✓ Provides better quality judging as judges do not have to read different rules at different competitions.
- ✓ Makes it easier for host clubs to put together announcements; it is a fill-in-the-blank process, so there's no need to worry about errors.

### HOW TO USE THE STANDARD ANNOUNCEMENT & GENERAL INFORMATION FOR COMPETITION CHAIRS

1. Download the document called "General Nonqualifying Competition Announcement" if you are holding a singles or multi-discipline event. Download the "Synchronized Skating ONLY Announcement" if you are only offering synchronized skating at your competition. This document becomes the template for your announcement.
2. Go through each section, filling in the parts highlighted in yellow, and following the instructions to personalize it to your competition.
3. Select the events that you would like to offer by choosing them from the list at [www.usfigureskating.org](http://www.usfigureskating.org), Events tab, Nonqualifying Competition Announcements page. Host clubs may choose as many or as few events as they would like from the menu of options. In the template, the heading for each is listed. If you want to have an event, go to the appropriate Event Template, then copy and paste the table on that sheet with the levels and rules into your announcement. If you do not want an event, simply delete the heading.
4. Make sure that you add in any appropriate information for your area using the list of suggestions for "additional information" or "additional forms."
6. Use the Word document template to display the watermark with the U.S. Figure Skating logo reading "Standard U.S. Figure Skating Nonqualifying Competition." This will show that your event is a standard competition.
7. Determine your entry process and create your entry forms. In some cases this may include creating your own Word documents, or in other cases, using a third party (or even a club member) to create an online entry portal instead of entry forms.
5. Have your Chief Referee look over the announcement one more time to make sure it reflects everything you want.
6. Go through the sanction application process below so you can launch your competition!

## THE SANCTIONING PROCESS & ADVERTISING YOUR COMPETITION

Your competition may not be advertised, nor may your announcement be distributed, until you have received a sanction from the appropriate Competitions Committee representative.

You may apply for a sanction as early as you like, however, it must be done at least 60 days prior to your event. The Competitions Committee representative will approve the final competition announcement, and most importantly, approve your date. The committee balances nonqualifying competitions to ensure that events are spread throughout the calendar in a particular region. Competitions that have previously had a date will get priority to host again on that date for subsequent years.

To **apply for a sanction**, a club officer or the sanctions officer for your club must go the Members Only site from the U.S. Figure Skating website and follow the link at the Club Mgmt tab.

### COMPETITIONS COMMITTEE REPRESENTATIVES FOR SANCTION APPLICATIONS

Completed sanction applications to host standard competitions, not offering synchronized skating, will go to their Regional Vice Chair (RVC) of the Competitions Committee. If you have any questions or need assistance, please contact the RVC for your region as listed below.

(For the 2017-18 season):

|                      |                  |  |
|----------------------|------------------|--|
| New England:         | Gerald Miele     | <a href="mailto:gmielle69@aol.com">gmielle69@aol.com</a>               |
| North Atlantic:      | Ilana Prusock    | <a href="mailto:ilana.prusock@gmail.com">ilana.prusock@gmail.com</a>   |
| South Atlantic:      | Diana Wisner     | <a href="mailto:dianask8r@mac.com">dianask8r@mac.com</a>               |
| Eastern Great Lakes: | Robert Ouellette | <a href="mailto:ouellette.1@osu.edu">ouellette.1@osu.edu</a>           |
| Upper Great Lakes:   | Richard Kern     | <a href="mailto:richardckern@yahoo.com">richardckern@yahoo.com</a>     |
| Southwestern:        | Lori Osborne     | <a href="mailto:osbornel@msn.com">osbornel@msn.com</a>                 |
| Northwest Pacific    | Pine Kopka-Ross  | <a href="mailto:kopkap@umich.edu">kopkap@umich.edu</a>                 |
| Central Pacific      | William Rowe     | <a href="mailto:cwrowe@alum.mit.edu">cwrowe@alum.mit.edu</a>           |
| Southwest Pacific    | James Webb       | <a href="mailto:jamespwebb@earthlink.net">jamespwebb@earthlink.net</a> |

For all synchronized skating competitions, sanction application forms go to the Sectional Vice Chair (SVC) of the Synchronized Competitions Subcommittee:

|                |                 |  |
|----------------|-----------------|--|
| Eastern:       | Ann Buckley     | <a href="mailto:adbuckley@comcast.net">adbuckley@comcast.net</a>         |
| Midwestern:    | Elizabeth Harty | <a href="mailto:MElizabethHarty@gmail.com">MElizabethHarty@gmail.com</a> |
| Pacific Coast: | Mary Ann Wilcox | <a href="mailto:wilcoxmh@aol.com">wilcoxmh@aol.com</a>                   |

### COMPETE USA COMPETITIONS

Compete USA competitions may include events for skaters who have passed no higher than the preliminary free skate, preliminary dance or adult bronze free skate tests without applying for a U.S. Figure Skating sanction. However, an approval number is required and may be obtained from the appointed regional Compete USA representatives. See below.

When a Compete USA competition is held in conjunction with a sanctioned nonqualifying competition, approval must still be obtained.

### APPROVAL PROCEDURE FOR HOSTING A COMPETE USA COMPETITION (COMPETE USA EVENTS ONLY)

To improve the quality and uniformity of Compete USA competitions, the Sub-Committee **requires** all Compete USA competitions to follow the guidelines as set forth in the Compete USA Competition Manual.

The **appointed** Learn to Skate USA representative for your region must approve these competitions before the announcement is made public.

Appointed Regional Compete USA Competition Approval Representatives (2017-18 season):

|                      |                        |  |
|----------------------|------------------------|--|
| Upper Great Lakes:   | Kim Johnson            | <a href="mailto:kimberly.r.johnson@att.net">kimberly.r.johnson@att.net</a>   |
| Southwest:           | Susi Wehrli McLaughlin | <a href="mailto:swehrli@usfigureskating.org">swehrli@usfigureskating.org</a> |
| Eastern Great Lakes: | Suzy Malloure          | <a href="mailto:suzymalloure@gmail.com">suzymalloure@gmail.com</a>           |
| New England:         | Michael Masionis       | <a href="mailto:IceXpo@aol.com">IceXpo@aol.com</a>                           |
| Northwest Pacific:   | Patti Brinkley         | <a href="mailto:pattyskate@gmail.com">pattyskate@gmail.com</a>               |
| Central Pacific:     | Katie Moose            | <a href="mailto:sk8tiemoose@yahoo.com">sk8tiemoose@yahoo.com</a>             |
| Southwest Pacific:   | Mark Fitzgerald        | <a href="mailto:m.fitzgerald@me.com">m.fitzgerald@me.com</a>                 |
| North Atlantic:      | Michael Masionis       | <a href="mailto:IceXpo@aol.com">IceXpo@aol.com</a>                           |
| South Atlantic:      | Kent Johnson           | <a href="mailto:sk8johnson@hotmail.com">sk8johnson@hotmail.com</a>           |

**Steps for Approval- (To apply you must be a Learn to Skate USA Director or Assistant Director)**

1. Visit the "Admin" section of the Learn to Skate USA Management System, click on Approvals & Special Events then select competitions.
2. Log in with your membership number and password information.
3. Go to the "Approvals & Special Events" section.
4. Click on "Competitions."
5. On the "Competitions" page, click on "Create New Application".
6. Type in your competition information and browse your files to find your competition announcement. Click "Upload Announcement."
7. An email will then be sent to the Compete USA Competition Approver in your region.
8. They will then approve your document and you will receive confirmation with your certificate to display at your arena during your event.

**If you have any questions about hosting a Compete USA competition, please contact Learn to Skate USA at 877-587-1400 or visit [LearntoSkateUSA.com](http://LearntoSkateUSA.com).**