



Competition Logo
Name of Competition
Name of Host Club
Dates of Competition

(This may be a separate cover page)

The **NAME OF COMPETITION** will be conducted in accordance with the rules and regulations of U.S. Figure Skating, as set forth in the current rulebook, as well as any pertinent updates which have been posted on the U.S. Figure Skating website.

This competition is open to all eligible, restricted, reinstated or readmitted persons as defined by the Eligibility Rules, and is a currently registered member of a U.S. Figure Skating member club, a collegiate club or an individual member in accordance with the current rulebook. Please refer to the current rulebook for non-U.S. Citizens.

SERIES INFORMATION: If this competition has been approved by U.S. Figure Skating as part of a series (National Solo Dance, Icemen, etc.), use this space to insert that information.

ELIGIBILITY/TEST LEVEL:

Suggested language (please update as applicable):

Test level: Competition level is the highest test passed as of the entry deadline, in the discipline the skater is entering. Entrants may skate one level above that for which they qualify, but they may not skate down in any event.

Age restrictions/requirements: Skaters entering juvenile free skate events (Well Balanced Program) must be under 13 years of age at the close of entries. Skaters entering open juvenile free skate events (Well Balanced Program), must be at least 13 years of age at the close of entries.

Skaters entering beginner-pre-juvenile events will be divided as closely as possible by age, should the number of entries warrant more than one group.

ENTRIES: Modify as appropriate: Method of entries (i.e. mail, online, etc.), entry deadline (postmarked versus received), entry fees (per event, combined events, per skater/team); where to send, etc.

REFUND POLICY: Suggested language, modify as appropriate: Entry fees will not be refunded after **entry deadline** unless no competition exists or the event is canceled. There will be no refunds for medical withdrawals. The online processing fees are not refundable. Checks returned for non-sufficient funds and contested credit card charges will be issued a **enter \$** fee. Payment of the fee will be required before the skater is allowed to participate in practice ice or events. Notification of competition and practice ice times will be available by **phone, email or mail, web.**

FACILITIES: The competition will be held at **enter name of rink, address, telephone number**



and website if applicable. Enter size of rink and any other pertinent information such as number of locker rooms, temperature of rink (especially if very cold), snack bars/restaurants, etc.

MUSIC: Enter how the competitors are to supply music (CDs [no CD-RWs], MP3s, music upload systems, etc.) The official competition music must be turned in at the registration table at the time of check-in. A duplicate CD should be readily available. Music may be picked up at the registration table following each event. Every reasonable care will be taken, but the **enter club name** cannot be responsible for CDs left at the end of the competition. Please have separate CDs for practice and competition.

LIABILITY: U.S. Figure Skating, **(host club)**, and **(name of arena)** accept no responsibility for injury or damage sustained by any participant in this competition. This is in accordance with Rule 1600 of the official U.S. Figure Skating Rulebook.

JUDGING SYSTEM: Select and modify as appropriate to your event. Suggested language for competitions using IJS for standard competitive events:

The International Judging System (IJS) will be used for the following events: *List all events you will be using the IJS system for, they will include:*

All competitors skating in these events need to submit the planned program content form online. This form is found in the Member's Only section at www.usfigureskating.org. The deadline to submit the form is **enter deadline date**.

The 6.0 Majority Judging System will be used for: *List all events you will be using the 6.0 system for; they will most likely include:*

REGISTRATION: Registration will begin on **enter day, date and time** and end at **enter day and time**. **Suggested language:** registration will be open one to two hours before the first event and run through the last event of the day. The registration table will be located **enter place** (lobby of the rink, hotel, outside). Please register promptly upon arrival.

LOCKER ROOMS AND CHANGING AREAS: MANDATORY TO INCLUDE that this event will be following the Locker Rooms and Changing Area policy included in the SafeSport Handbook.

PRACTICE ICE: There are no rules for practice ice and it is not mandatory to offer. However, it is a courtesy and most skaters, coaches and parents have come to expect it. It is also good revenue stream for the club. Discuss this offering with your club and referee. If offered, please be concise in the announcement how it will be handled (i.e. pre-orders, walk-ons, music versus no music and of course the cost per session).

PHOTOGRAPHY/VIDEOGRAPHY: If this service will be offered, please describe it here.

AWARDS: List award types here (i.e. ribbons for 1-3rd place, medals, trophies, special awards)

OFFICIAL NOTICES: An official bulletin board will be maintained **enter location**.

Recommended language: It is the responsibility of each competitor, parent and coach to check the bulletin board frequently for any schedule changes and/or additional information. Skaters are requested to arrive 45 minutes prior to the scheduled time of their event. A tentative schedule of events will be posted prior to the competition.

INFORMATION REGARDING COACHES:

U.S. Figure Skating Rule MR 5.11 Coach Registration

In order to be granted access to work within U.S. Figure Skating sanctioned activities, each coach must complete the following requirements on an annual basis by July 1:

A. Must be a current full member of U.S. Figure Skating - either through a member club or as an individual member;

B. Must complete the coach registration process through the U.S. Figure Skating Members Only site, submit proper payment for the annual registration fee of \$30 and, if 18 years of age or older, successfully pass the background screen.

C. Must complete the appropriate CER courses (A, B, C or D) depending on the highest level of students being coached as of July 1. See rule MR 5.12.

D. Must submit proof of current general liability insurance with limits of \$1 million per occurrence/\$5 million aggregate.

For Learn to Skate USA ONLY coaches - Any person, 18 and older, instructing a Learn to Skate USA Program must have successfully passed the annual background screen, be registered as a Learn to Skate USA instructor and completed the Learn to Skate USA Instructor Certification or U.S. Figure Skating Coach Compliance.

The local organizing committee/club will have a list of compliant coaches who are cleared for a credential at the competition. Coaches will need to check in at the event registration desk and show a government issued photo I.D. to receive a credential.

If a coach cannot provide a photo I.D. and is not on the list or cannot produce the necessary documents, he or she will not be allowed a credential – no exceptions. We strongly urge *all* coaches to have their cards with them. Non-credentialed coaches will not be permitted in the designated coaching area at rink side during events including practice sessions. Coaching at U.S. Figure Skating events without proper registration is an ethics violation which is reported to U.S. Figure Skating and PSA.

For more information regarding Coach Compliance, please refer to:

<http://usfsa.org/story?id=84159>

CONTACT INFO: If you have questions, please contact name enter of Local Organizing Committee Chair. Include phone number, email and website, if applicable.

ADDITIONAL INFORMATION: Use this space to include any information you have for competitors traveling to your event, including:

- Official hotel accommodations (are there special rates?)
- Airport information
- Merchandise pre-orders
- Website
- Tentative schedule

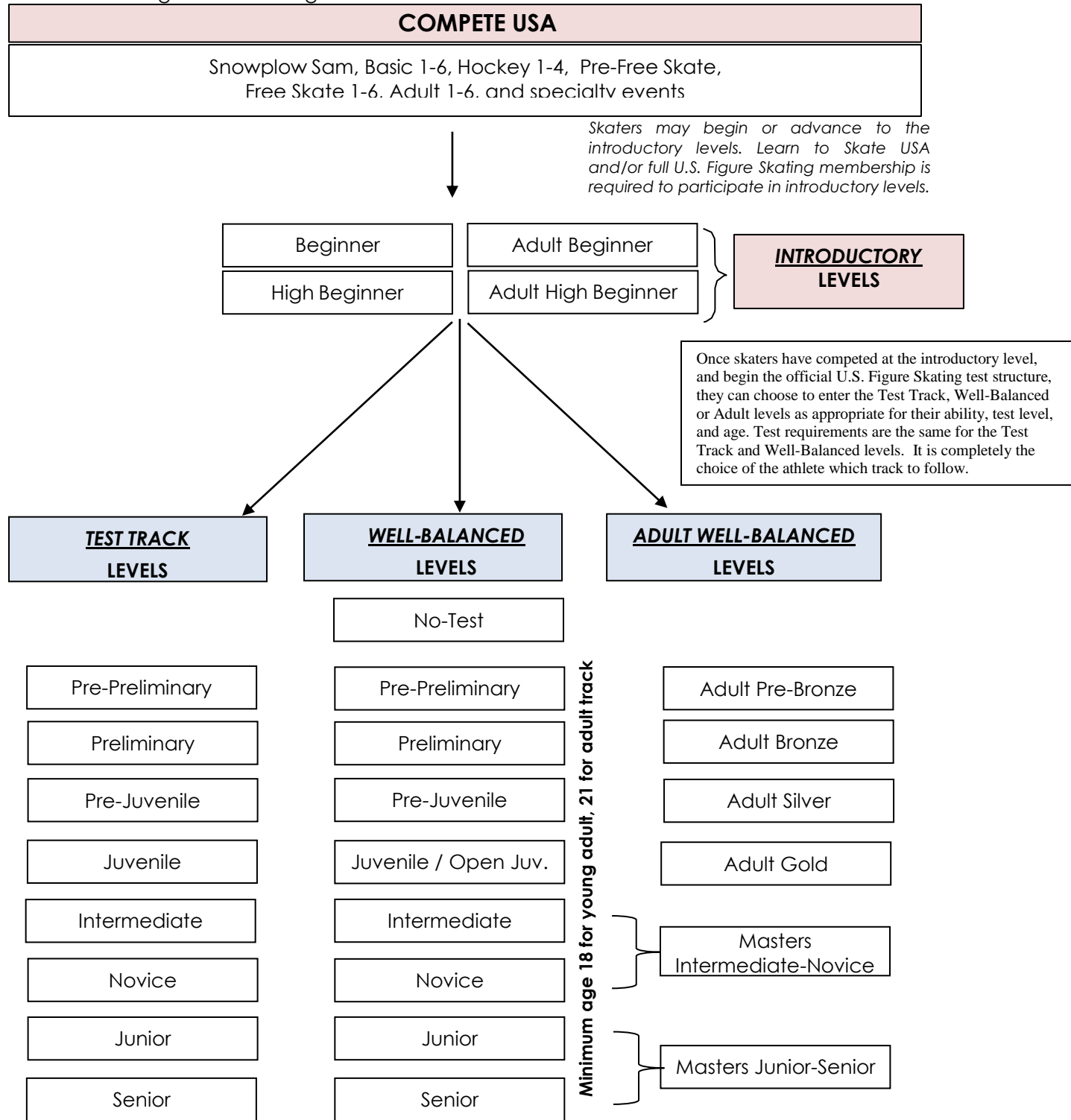
SECTION 2: Events Offered

(The host club may select the events they are choosing to offer by pasting in the charts where appropriate and deleting the event choices they aren't offering. Clubs are responsible for securing qualified officials to officiate all events they have selected for inclusion.)

SINGLES FREE SKATING EVENTS

See current rulebook or click [here](#) for current rules and requirements.

Illustration of Singles Free Skating Events:



- A. Introductory free skate events (copy & paste appropriate chart below).
- B. Test Track free skate events (copy & paste appropriate chart below).
- C. Well Balanced Program free skate (copy & paste appropriate chart below).

SINGLES SHORT PROGRAM

The short program events listed below will be skated. Athletes and coaches are responsible for going to the U.S. Figure Skating rulebook for rules, program length, etc.

- A. Intermediate short program – Rule 4230
- B. Novice short program – Rule 4220
- C. Junior short program – Rule 4210
- D. Senior short program – Rule 4200

COMBINED SHORT PROGRAM & WELL BALANCED FREE SKATE EVENTS

(If your competition is planning to offer a combined event, explain the details of how the scoring will work. If not, delete this section).

INITIAL / FINAL ROUND FOR FREE SKATE EVENTS

(If your competition is planning to offer a final round competition, explain the details of how that will work. If not, delete this section).

SINGLES COMPULSORY MOVES

- A. Introductory events (copy & paste appropriate chart below or simply paste the link from the website here).
- B. Standard events (copy & paste appropriate chart below or simply paste the link from the website here).

SINGLES JUMPS CHALLENGE

- A. Introductory events (copy & paste appropriate chart below or simply paste the link from the website here).
- B. Standard events (copy & paste appropriate chart below or simply paste the link from the website here).

SINGLES SPINS CHALLENGE

- A. Introductory events (copy & paste appropriate chart below or simply paste the link from the website here).
- B. Standard events (copy & paste appropriate chart below or simply paste the link from the website here).

SINGLES STEP SEQUENCES

- A. Standard events (copy & paste appropriate chart below or simply paste the link from the website here).

SINGLES MOVES IN THE FIELD

- A. Standard events (copy & paste appropriate chart below or simply paste the link from the website here).

PAIRS FREE SKATING EVENTS

Pairs events will be conducted in accordance with the U.S. Figure Skating rulebook. Athletes and coaches are responsible for going to the U.S. Figure Skating rulebook for rules, program length, etc.

A. Pre-juvenile – senior (copy & paste appropriate chart below or simply paste the link from the website here).

PAIRS SHORT PROGRAM EVENTS

Pairs events will be conducted in accordance with the U.S. Figure Skating rulebook. Athletes and coaches are responsible for going to the U.S. Figure Skating rulebook for rules, program length, etc.

A. Intermediate short program – Rule 5230

B. Novice short program – Rule 5220

C. Junior short program – Rule 5210

D. Senior short program – Rule 5200

NATIONAL SOLO DANCE SERIES EVENTS

(Only include this section if your competition has been selected and approved by the U.S. Figure Skating Program Development Committee as a designated National Solo Dance Series competition).

The solo pattern dance event, combined event and shadow dance event are being offered as part of the U.S. Figure Skating Solo Dance Series and will be run in accordance with the U.S. Figure Skating Solo Dance Series. Please refer to the [Solo Dance Competition Series](#) portion of the website for current rules, levels and requirements.

SOLO DANCE SERIES PATTERN DANCE

The Solo Dance Series pattern dance event is comprised of two dances at each level.

A. Copy & paste in appropriate chart or simply past the link from the website here.

COMBINED DANCE EVENT – JUVENILE THROUGH SENIOR LEVELS

The combined dance event is comprised of a solo pattern dance (juvenile through novice only) (drawn at the competition with the starting order from the two designated solo pattern dances selected by U.S. Figure Skating) or a solo short dance (junior and senior only) and a solo free dance, with results combined together for an overall result. The pattern dance competed will be separate from those in the solo pattern dance event and the results will not count towards the solo pattern dance event or results. Refer to the 2015 Solo Dance Series Handbook for the information and details.

SHADOW DANCE EVENT

The shadow dance event is offered for preliminary through gold levels.

SOLO DANCE EVENTS (NON-SOLO DANCE SERIES EVENTS)

(Include this only if your competition is holding solo dance events, but it has not been approved by U.S. Figure Skating's Director of Figure Skating Programs as a National Solo Dance Series Event.)

SOLO PATTERN DANCE

A. Pre-preliminary – international (copy & paste appropriate chart or simply paste the link from the website here).

SOLO FREE DANCE

A. Juvenile – senior (copy & paste appropriate chart or simply paste the link from the website here).

PATTERN DANCE (PARTNERED)

A. Juvenile – novice (copy & paste appropriate chart or simply paste the link from the website here).

SHORT DANCE (PARTNERED)

A. Junior – senior (copy & paste appropriate chart or simply paste the link from the website here).

FREE DANCE (PARTNERED)

A. Juvenile – senior (copy & paste appropriate chart or simply paste the link from the website here).

THEATRE on ICE EVENTS

A. Compete USA (copy & paste appropriate chart or simply paste the link from the website here).

B. Standard Events (copy & paste appropriate chart or simply paste the link from the website here).

SHOWCASE EVENTS

(Clubs can choose to hold a showcase event, but not all of the events listed below. Copy and paste the charts for the events you are holding and delete those that won't be offered.)

A. Compete USA (copy & paste appropriate chart or simply paste the link from the website here).

B. Introductory Events (copy & paste appropriate chart or simply paste the link from the website here).

C. Standard Events (copy & paste appropriate chart or simply paste the link from the website here).

D. Adult Events (copy & paste appropriate chart or simply paste the link from the website here).

E. Dramatic Entertainment

F. Light Entertainment

G. Interpretative

H. Duets

J. Mini Production Ensembles

K. Production Ensembles

SYNCHRONIZED SKATING EVENTS

(Clubs that are holding stand-alone synchronized skating competitions should use the synchronized skating standard announcement. The charts are for those clubs wishing to hold synchronized events as part of their general competitions.)

A. Snowplow Sam Synchro, Synchro Skills 1-3 & preliminary (copy & paste appropriate chart or simply paste the link from the website here).

B. Standard Events (copy & paste appropriate chart or simply paste the link from the website here).

SPECIAL OLYMPICS EVENTS

Copy & paste in appropriate chart or simply paste the link from the website here.

FUN/BONUS OR SPECIAL EVENTS

Just for fun! Host clubs may choose to add special events to their competition, as long as they are noted as "An event of XXX competition." These are not considered part of the standard competition series, but add fun to the competition. You may describe any such events here.

Examples include: Team Compulsories, "Survivor" (i.e., who can spin the longest, hold a spiral the longest, do the most jumps in a row, etc.). Be creative and have fun!