

ACCOUNTANT GUIDELINES FOR APPOINTMENT

Note: All Levels of Accountants (Apprentice, Certified 6.0, Regional, Sectional, and National) are required to pass training and back round check for Safe Sport. Unless otherwise noted, the term “qualifying competition” in these guidelines refers to the regional and sectional championships leading up to the U.S. Figure Skating Championships.

For appointment as a Certified 6.0 Accountant, an Apprentice Accountant:

1. Must be registered as an Apprentice Accountant with the appropriate Sectional Vice Chair for Accountants.
2. Must work under the guidance of and be evaluated by the candidate’s official USFSA Accountant Mentor. (Mentor must be a Sectional or National Accountant.)
3. Must have served as a full-time Accounting Clerk at no fewer than three USFSA sanctioned non-qualifying competitions, which lasted two or more days.
 - a. Must be recommended by at least three USFSA Accountants who were Chief Accountants of these sanctioned nonqualifying competitions.
4. Must have served as Chief Accountant of at least one USFSA sanctioned nonqualifying competition.
 - a. Must be recommended by the Chief Referee of this competition.
5. Must have passed the most recent 6.0 Examination and the most recent Rules Review for Accountants.
6. Must have attended an Apprentice Accountants’ School (concentrating on 6.0) within the past four years.
7. Must be familiar with the current version of the Hal2 computer programs.

For appointment as a Regional Accountant, an Apprentice or Certified 6.0 Accountant:

1. Must either be registered as a Prospective Accountant with the appropriate Sectional Vice Chair for Accountants or a Certified 6.0 Accountant in good standing.
2. Must work under the guidance of and be evaluated by the candidate’s official USFSA Accountant Mentor. (Mentor must be a Sectional or National Accountant.)
3. Must have served as a full-time Accounting Clerk at no fewer than four USFSA sanctioned nonqualifying competitions, which lasted two or more days.
 - a. All of the above competitions must have included IJS events.
 - b. Must be recommended by at least three USFSA Accountants who were Chief Accountants of these sanctioned nonqualifying competitions.
4. Must have served as Chief Accountant of at least one USFSA sanctioned nonqualifying competition which included IJS events.
 - a. Experience at this competition must include both initial set-up and paperwork.
 - b. Must be recommended by the Chief Referee of this competition.
5. Must have served as a full-time Accounting Clerk at one qualifying competition within the past two years.
 - a. Must be recommended by the USFSA Accountants who were assigned to this competition.
6. Must have passed the two most recent Examinations & Rules Review for Accountants.
7. Must have attended an Accountants’ School within the past four years and which included ISUCalcFS training.
8. Must be familiar with the current versions of the Hal2, ISUCalcFS, and IJSCompanion computer programs.

For appointment as a Sectional Accountant, a Regional Accountant:

1. Must currently be a Regional Accountant in good standing.

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2. Must have worked full-time at three sanctioned competitions. At least two of the competitions must have been qualifying competitions at which the candidate served as a full-time Accounting Clerk or was assigned as an Accountant. Experience at qualifying competitions must include the paperwork.
 - a. Must be recommended by the Chief Accountants of these sanctioned competitions.
3. Must have served as Chief Accountant at two or more USFSA sanctioned, nonqualifying competitions that were two or more days in length and preferably worked with at least two different Chief Referees.
 - a. All competitions must include IJS events and at least 1 competition must also include 6.0 events.
 - b. Must be recommended by USFSA Accountants (Sectional or National) who were Assistant Accountants at these competitions.
 - c. Must be recommended by the Chief Referees of these competitions.
4. Must have passed the two most recent Examinations for Accountants or maintained eligibility by attaining the required number of CEUs.
5. Must have attended an Accountants' School within the past four years and which included ISUCalcFS training or maintained eligibility by attaining the required number of CEUs.
6. Must be proficient with the current versions of Hal2, ISUCalcFS, and IJSCompanion computer programs and be able to supervise their operation. Must be proficient in both initial data entry and manual marks entry.

For appointment as a National Accountant, a Sectional Accountant:

1. Must currently be a Sectional Accountant in good standing.
2. Must have served as the Chief Accountant at three qualifying competitions, at least one of which must have been a Regional Championship. One of the competitions may be a Sectional Synchronized Team Skating Championship.
3. Must have served as a full-time clerk at the U.S. Figure Skating Championships within the past two years.
4. Must be recommended by:
 - a. At least two National Accountants who served with the candidate at one or more of the qualifying competitions where the candidate served as Chief Accountant.
 - b. The Chief Referees at the qualifying competitions where the candidate served as Chief Accountant.
 - c. The National Accountants who were assigned to the National Championship where the candidate served as a full time clerk.
5. Must have passed the two most recent Examinations for Accountants or maintained eligibility by attaining the required number of CEUs.
6. Must have attended an Accountants' School within the past four years and which included ISUCalcFS training or maintained eligibility by attaining the required number of CEUs.
7. Completed applications for National appointment must be received by the candidate's SVC for Accountants on or before February 15th for the May Board of Directors Meeting and August 1st for the Oct/Nov meeting.

To apply to clerk for credit at a qualifying competition:

Please note: a request to clerk does not mean automatic approval.

1. A written request to clerk full-time at a qualifying competition (see note on first page) shall be sent to the candidate's Sectional Vice Chair for Accountants no later than 60 days prior to the competition. The Sectional Vice Chair shall advise the candidate(s) if the request has been approved or denied no later than 30 days prior to the competition and, at the same time, will send the chief accountant of the applicable competitions the names of those approved to clerk.

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2. A written request to clerk full-time at the U.S. Figure Skating Championships shall be sent to the candidate's Sectional Vice Chair for Accountants no later than October 1st. The Sectional Vice Chairs shall forward their recommendations to the National Vice Chair for Accountants no later than October 15th. The National Vice Chair together with the three Sectional Vice Chairs shall make a final selection. The National Vice Chair shall then notify the selected candidate(s) as well as the chief accountant no later than 60 days prior to the competition.

To maintain an appointment, an Accountant:

1. Must be a member in good standing of the USFSA.
2. Must attend at least one sanctioned Accountants School or Seminar during any four (4) consecutive years. or have maintained eligibility by attaining the required number of CEUs.
3. Must take the Accounting Examination yearly or have maintained eligibility by attaining the required number of CEUs.
4. Must Have taken the annual Rules review.
5. Must be Safe Sport Compliant

Inactive Status and causes for removal from the List of Accountants:

1. Those who do not renew their membership are automatically removed from the List of Accountants by the USFSA.
2. Failure to maintain Safe Sport Compliance
3. Per CR 7.22, Accountants must attend at least one sanctioned accountants' school or maintain the number of Continuing Education Units (CEUs) required by the Competitions Committee during any four consecutive years.
 - a. Failure to attend a school or maintain the number of CEUs required by the Competitions Committee may constitute adequate reason to deny selection to officiate at sanctioned competition.

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- b. A second failure may constitute adequate reason for removal from the official list of accountants.
4. An Accountant placed on Inactive Status is ineligible to officiate in sanctioned competitions.
5. An Accountant who remains on Inactive Status for more than a year may lose his or her appointment for due cause. A recommendation that the Accountant be removed from the List of Accountants may be made to the Board of Directors.

Leave of Absence:

1. An Accountant may submit a written request for a Leave of Absence to the appropriate Sectional Vice Chair for Accountants for compelling personal reasons.
2. If approved, a Leave of Absence places the Accountant on Inactive Status for a period of time to be determined by the appropriate Sectional Vice Chair for Accountants.
3. At the end of the approved Leave of Absence, the Accountant must fulfill the requirements set forth below to regain active status.
4. If, at the end of the approved Leave of Absence, the Accountant fails to fulfill the requirements to regain active status, a recommendation may be made to the Board of Directors that the Accountant be removed from the List of Accountants.

To Regain Active Status:

1. An Accountant on Inactive Status may regain Active status by taking the following steps:
 - a. Comply with the Rules regarding school and or examination requirements; and
 - b. Serve as an Accountant or full-time clerk at a nonqualifying competition two or more days in length; and
 - c. Apply for reactivation to the appropriate Sectional Vice Chair for Accountants.
 - d. Pass Safe sport examination and back round check

To Retain Status as an Apprentice Accountant:

1. A Apprentice Accountant who is not a member in good standing with the USFSA will automatically be removed from the List of Apprentice Accountants.
2. The Apprentice Accountant must submit an examination each year.
3. A Apprentice Accountant who fails to submit an examination for two years will automatically be removed from the List of Apprentice Accountants.
4. Removal from the List of Apprentice Accountants does not restrict a person from reapplying for Apprentice Accountant status in the future.
5. Must show substantial effort to acquire a 6.0 or Regional appointment within twenty-four months.