

U.S. Figure Skating Competition Announcement Checklist



- Have chief referee go over announcement. Microsoft Word or .pdf format is preferred. The U.S. Figure Skating web site will only accept your Microsoft Word version.
- Refer to Rule 1220 for selection of officials. See Rule 1520 for announcement requirements.
- Place “Sanctioned by U.S. Figure Skating” logo on cover sheet.
- State location of competition (rink address), competition dates & deadline date on cover sheet.
- State amount of entry fees and where to send entry forms.
- State size of ice surface(s).
- Check all references to “U.S. Figure Skating” in body of announcement – not USFSA or USFS.
- Check that all dates are updated for current year.
- Make sure that test qualifications and age restrictions are stated and clear for each level.
- State duration of all events; i.e. short programs, free skates, artistic, etc.
- Check that all rule number references have been updated and are correct.
- State provisions for one entry in an event and events where males & females may be combined.
- State policy for division into groups (size of event, by age, by random draw, seeding, etc.).
- State if there are final rounds for multiple groups. Format of qualifying & final rounds.
- State policy on late entries, refunds, and bad checks.
- Specify if admission is being charged to spectators (price, all event passes).
- If admission is being charged, specify requirements for badges for competitors, chaperones, coaches. Include form for ordering in announcement package.
- Specify type of scoring system for the various events – IJS or 6.0.
- Include planned program content sheet if using IJS.
- Set up with Headquarters to use online registration of planned program content for IJS (contact Kathy Dreves at kdreves@usfigureskating.org).
- Specify music needs – cassette tapes, CDs. Cassettes should be rewound and CDs should have only one track per disk. Discourage the use of CD/RW’s.
- Specify type of awards (trophies and/or medals, how many places). List any special awards & judging criteria.
- State that official notices will be posted at the rink and/or club website. State that schedule is tentative and subject to change.
- State that skaters must check in at least 30–60 minutes prior to their events.
- Include practice ice information (if applicable). If not, provide rink information.
- Provide information on accommodations for skaters from out of the area.
- Set entry deadline at least four weeks before first day of competition. Specify if you’re using postmark or “received by” date.
- Have space on entry form for club official to verify club membership of skater.
- Submit announcement with sanction form to Regional Vice Chairman at least 30 days prior to the date you wish to publish the announcement.
- If including Basic Skills Events and “Skate With US”, approval is needed from the Assigned Basic Skills Approval Committee Member. Allow same 30 days for approval process.