



## **REGISTERING A NEW BASIC SKILLS PROGRAM**

If you are interested in registering a new Basic Skills program, please contact us and ask that a Basic Skills Administration packet be sent to you. You may reach us by calling 719.635.5200 or emailing [info@usfigureskating.org](mailto:info@usfigureskating.org). Once you receive the packet in the mail, please read the material to make sure you understand it. The program registration form will need to be filled out and sent back to us along with payment in the amount of \$50. Once headquarters receives your completed registration form, your payment will be processed and your new program will be entered in the U.S. Figure Skating database. You will receive a confirmation email with your new user name and password before we submit your program for a certificate of insurance and post your program on our website. When all of these steps are completed, you will be sent a kick off packet to start running your new Basic Skills program!

The kick-off packet will include the following items:

- ❖ Basic Skills Curriculum outline
- ❖ Basic Skills Record Books
- ❖ Basic Skills Brochures
- ❖ Information on our competition and performance structure and the forms needed for submitting approvals
- ❖ Registration Forms
- ❖ Evaluation and Attendance sheets on CD
- ❖ Forms for ordering supplies and updating program information
- ❖ Samples of promotional, encouragement, and recognition materials
- ❖ Samples of our Parent Guides
- ❖ Basic Skills Poster

Thank you for your interest in the U.S. Figure Skating Basic Skills program. We know you will be happy with your decision to join! Please contact headquarters with any questions you may have.

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Senior Director of Membership

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Basic Skills Specialist