



***A Competition Handbook for Intercollegiate
Conference Competitions***

and

***The U.S. Intercollegiate Team Skating
Championships***



INTRODUCTION

Congratulations on hosting a U.S. Figure Skating Intercollegiate Team Skating Competition! It is the dedication of our college students that helps U.S. Figure Skating collegiate programs continue to grow.

This handbook is designed to guide you and your college or university in hosting an intercollegiate conference competition or the U.S. Intercollegiate Team Skating Championships. While we have tried to include everything, you will find that your best source of information and guidance is often from fellow students that have run successful competitions in the past.

We hope that you find the process challenging, yet rewarding. These competitions would not succeed without the hard work of students. It is our hope that running this competition will be a great learning experience and will stand out as one of the highlights of your college experience. And, the skills that you learn will serve you well in your future career.

Best wishes in your endeavor!

Jerry Miele, Chair, U.S. Figure Skating Collegiate Program Committee

Michelle Zeles-Hahn, National Vice Chair, Intercollegiate Competitions

Merita Mullen, National Vice Chair, Synchronized Skating

Kelly Hodge, U.S. Figure Skating Director of Synchronized Skating &
Collegiate Programs



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* C = Conference Competitions N= National Intercollegiate

U.S. Figure Skating



SECTION 1:

Intercollegiate Conference Competitions:

A Guide for the Local Organizing Committee



SECTION 1A: Your priority tasks

As you begin planning for your competition, there are a few critical tasks to start with:

- A. Ice time: Based on competitions held in the Eastern and Midwestern sections (conferences) in the past few seasons, a good estimate is 15 – 20 hours of ice time. Events in the Pacific Coast have been significantly smaller. If possible, the entire competition should take place on one Saturday. Begin your overflow with Friday night. Review the Announcement for rules regarding “Length of Competition.”
- B. Chief referee: The next step is to recruit a chief referee. You will be working closely with this person throughout the event. He or she will be the person that creates the schedule and supervises the competition. The U.S. Figure Skating directory will provide a list of all U.S. Figure Skating referees and their contact information. Ask last year’s competition hosts for a recommendation.
- C. Chief accountant: The accountant is responsible for tabulating the competition results. Like the referees, a complete list can be found in the U.S. Figure Skating directory. Ask your referee to suggest an accountant.
- D. Judges: As early as possible, start recruiting judges because their schedules fill up quickly. Check with your referee for recommendations: take into consideration both the number of judges you’ll need, what disciplines you will need judges for, and the level they are required to be. Take note of their location and consider how this will affect your budget. (i.e. airline tickets, mileage reimbursement, hotels).
- E. Hotel: Reserve rooms at a hotel – for officials and a number for visiting competitors.
- F. Competition Sanction: Obtain a sanction for your event by contacting the appropriate *regional vice chair* of the Competitions Committee. Your RVC can be found in the U.S. Figure Skating Directory, listed in the first section, under the Competitions Committee.
- G. Notify the Collegiate Program Committee: As soon as you have your date, ice and referee, send a bid to Jerry Miele (gmiele69@aol.com), Michelle Zeles-Hahn (zeleshahn@gmail.com) and Kelly Hodge (khodge@usfigureskating.org), so that this information can be published.

Application for Hosting An Intercollegiate Team Competition

Host Club /School	
Chairpersons	
Address	
Phone:	E-mail:
Proposed dates:	
Has your club/school ever hosted an Intercollegiate Team Competition? If yes, which competition(s) and when?	

Arena information

Item	competition venue
Name of arena	
Address	
Number of surfaces being used	
Size of each surface	
Number of team locker rooms	
Seating capacity & type	
Type of sound system	
Arena rental fees	
Other rooms available: <ul style="list-style-type: none"> • Accounting • Officials hospitality room • Trial judges room 	
Parking available for cars and busses	
Snack bars or restaurants	

Hotel information

Item	Official hotel	Secondary hotel	Secondary hotel
Name of hotel			
Address			
Number of rooms available: <ul style="list-style-type: none">• Quad• Triple• Double			
Rate per night			
Restaurant in hotel			
Restaurant within walking distance			
Distance to arena			

Transportation information

Available bus companies and approximate cost for teams if needed or requested:

--

Airport and major airlines served:

--

Distance from airport to hotels:

--

Additional attachments:

- ✓ Proposed budget
- ✓ Diagram of arena
- ✓ Competition Committee organizational chart

INTERCOLLEGIATE FIGURE SKATING CHAMPIONSHIPS – BUDGET FORM

INCOME:

- 1. Entry fees _____
- 2. Program Sales _____
- 3. Program Advertising _____
- 4. Merchandise sales _____
- 5. Practice ice sales _____
- 6. Contributions/Sponsors:
 - Cash _____
 - Value-in-Kind (please list) _____
- 7. Miscellaneous (please list) _____

TOTAL INCOME

EXPENSES:

- 1. Officials:
 - Travel _____
 - Meals _____
 - Lodging _____
 - Officials' Dinner _____
 - Gifts _____
- 2. Medal Expense _____
- 3. Competition Arena Rental _____
- 4. Practice Arena Rental _____
- 5. Service/Equipment Rental Costs _____
- 6. Publicity/Promotion _____
- 7. Program Printing Costs _____
- 8. Souvenir/Boutique Cost of Sales _____
- 9. Printing Costs _____
- 10. Administrative & Committee Expense _____
- 11. Local Transportation _____
- 12. Telephone/Telefax Expense _____
- 13. Stationary/Postage/Supplies _____
- 14. Miscellaneous (please list) _____

TOTAL EXPENSES



SECTION 1B: The Announcement, Entry Forms & Processing the Entries

- A. The Collegiate Programs Committee has prepared a standard competition Announcement and entry form that is available on U.S. Figure Skating Online. This application will be used for all Intercollegiate Conference competitions and the U.S. Intercollegiate Team Skating Championships. It contains the prescribed rules for the season.
- B. Each host is responsible for creating an "LOC" page – a one page information sheet that should be sent to Kelly Hodge at U.S. Figure Skating for posting on U.S. Figure Skating Online. A sample can be found in Appendix A. Make sure your referee proofs your information sheet and has a copy of the Announcement. This sheet should include:
- Name of school
 - Name of LOC chair & contact information
 - Name of chief referee
 - Hotel information
 - Dates & tentative times of the competition
 - Entry deadline (30 days prior to event)
 - Person to send entry form to and who checks should be made out to.
- C. Processing the completed applications: As you receive applications from the competitors, begin processing them in a computer program of your choice. It is your responsibility to make sure that each college/entry is following the rules dictated in the announcement (i.e. number of starts, skating level, skaters in each level, etc.). If you have questions or concerns, consult your chief referee or Michelle Zeles-Hahn. The following information has to be forwarded to the referee and accountant:
- The total number of skaters
 - The number of skaters in each event
 - List of skaters, their events and colleges/universities
 - The referee will assign the skaters to their groups. Forward this information to the accountant and keep it in your own records for use in the program.
- D. Getting the information out: Once the entries have been completed and the referee has created the schedule and groups, send this out to each school. You are only responsible for sending it to the contact person at each college/university. E-mail is generally the most efficient way to get it out. Please note the rules in the Announcement which require a response from the participating schools. Reiterate the deadlines and requirements in the text of your e-mail. It is your responsibility to enforce these rules.
- E. Refunds: Once the registration deadline has passed, refunds are only to be made for canceled events.



SECTION 1C: Officials

- A. Expenses: The host school is responsible for paying all of the officials' expenses, including travel, housing and food. Expenses should be paid within 14 days, and it is best to write them a check at the competition, if possible.
- B. Officials' meals: You will need to have an officials' hospitality room at the arena where you provide meals for officials during their working hours. It is also customary to provide small snacks throughout the event. Note that if you provide a meal, and the official goes out and buys their own meal, you are NOT responsible for that cost.

The night before the event, there is often an "Officials Dinner." Ask your referee if he or she would like to do this. If not, consider making arrangements at a local restaurant for officials in town to eat together. Be sure to inform the officials of all meal arrangements.

- C. Hotel & Contact Information: Book each official a single hotel room if they need to travel. It is your responsibility to pay for the rooms. Options include setting up a direct bill or putting the cost on a credit card. Please check with your college supervisor for guidance. The following must be communicated with officials at least two weeks prior to your event:
- ✓ Name, address and phone number of the hotel
 - ✓ A contact phone number at the rink
 - ✓ A map & directions to the hotel
 - ✓ A map & directions between the hotel and rink
- D. Ground transportation: If you have officials flying in, you will need to arrange to meet them at the airport. You will also need to arrange for their transportation to and from the competition arena.
- E. Judges gifts: Each official should receive a gift, **not to exceed \$25 in value**. Be creative and consider something from your college bookstore or even a gift card. This is a small thank you, it shouldn't be extravagant.
- F. Judges stand: Work with your rink manager to build a judges stand. If possible, it should be located close to the music and announcers. This allows the referee to talk with the announcer and music player. Side by side is preferred
- G. Music equipment & microphone: Make sure the arena is equipped with a good stereo system and microphone for announcing.
- H. Accountant: Be sure that the accountant is aware that there are Judges Sheets formatted specifically for intercollegiate team figure skating competitions. They can be downloaded from the accountants' website in Texas. (They will know what that means.) Please remind the accountant that the sheets reflect the competition announcement and they should be used although they differ slightly from the standard U.S. Figure Skating and ISU sheets. Ask the chief accountant for a list of supplies required in the accounting room.



SECTION 1D: Miscellaneous Responsibilities

- A. Medals & Trophies: Order medals and trophies from the vendor of your choice as soon as possible. Allow at least two months for delivery. Medals are awarded for first, second, and third in each event. In addition, you may award medals or ribbons for fourth and fifth place, if you like.
- B. Podium & Awards Presentation: Build or obtain a podium for your awards. You will also need to designate an area of the arena to award medals. Determine and post a schedule for awards presentation.
- C. Program: Create an event program that contains at least the following information:
- Colleges / Universities participating
 - Chief referee, chief accountant, all other officials
 - Schedule
 - Skaters by school / skaters in each event or flight
 - Sponsors
 - Volunteers
 - Awards presentation schedule
 - Competition schedule
- D. Volunteers: You will need an adequate staff of volunteers in the areas listed. Good sources for volunteers include local skating clubs and skaters' parents.
- Registration
 - Hospitality
 - Decorations / Signage
 - Announcing
 - Music
 - Runners
 - Awards
 - Ice monitors
 - Medical personnel / EMT: Check with your college/university, you may be able to have medical staff on call without a cost.
- E. Locker rooms: Each team should be assigned a locker room. Create signs for the locker room doors and post a master list at the registration desk.
- F. Supplies: Below is a list of supplies that should be available at the competition:
- Clipboards for judges, ice monitors and runners
 - Pencils, erasers, tape, stapler, paper clips, paper, red pens
 - Boxes for skaters music
 - Walkie-talkies for the ice monitor, referee, registration desk, LOC chair
 - Copy machine available beginning the night before the competition



SECTION 1D: Miscellaneous Responsibilities *continued*

- F. Checklist: Night before the competition:
- Set up the judges stand
 - Set up the podium / awards area
 - Set up the registration desk
 - Decorate the arena – label locker rooms / signage
 - Set up music and announcing system
 - Set up tables for vendors or others
- G. Checklist: Morning of the competition:
- Volunteers should arrive at the rink to set up two (2) hours prior to the start of the competition.
 - Set up the food for officials with enough time for them to eat before the events start.
 - Set up registration table with the following items:
 - ✓ Pens and pencils
 - ✓ Highlighters
 - ✓ Announcement
 - ✓ List of skaters by event, for check in
 - ✓ Baskets for music collection
 - ✓ Forms to notify referee / accountant / ice monitor of event changes (i.e. scratches)
 - ✓ Schedules
 - ✓ Programs
- H. Checklist: After the competition
- Send thank you letters to referee, accountant, etc.
 - Send in the financial statement and intercollegiate conference results form to U.S. Figure Skating.
- I. Optional: Provide the following items as feasible at your event: Competitors' gifts, flowers, "necessity baskets" for locker rooms, event clothing, videographer, photographer for awards, snack tables, hospitality for volunteers, etc.



SECTION 1E: Financial information

It is very important that you are careful with your budget and monitor it closely because U.S. Figure Skating does not provide funding. Consider enlisting the help of a finance, business, or accounting major to help in this area.

Entry fees: The local organizing committee (LOC) will keep all the entry fees that are collected. The entry fees are:

Skater's first event:	\$60.00	Team maneuver events:	\$60.00
Skater's additional events:	\$20.00	Synchronized skating team:	\$60.00 + \$10.00 per skater

Estimating your entry income:

The average entries in a previous year's competitions were as follows:

Eastern Section: 140 skaters, 170 starts

140 skaters in individual first events x \$60 = \$8,400; 30 additional entries x \$20 = \$600
 An LOC in the Eastern section can estimate the entry fee income to be approximately \$9,000

Midwestern Section: 110 skaters, 150 starts

110 skaters in individual first events X\$60 = \$6,600; 40 additional entries x \$20 = \$800
 An LOC in the Midwestern Section can estimate their entry fee income to be approximately \$7,400

Pacific Coast Section: 30 skaters, 60 starts

30 skaters in individual first events X \$60 = \$1,800; 30 additional entries x \$20 = \$600
 An LOC in the Pacific Coast Section can estimate their entry fee income to be approximately \$2,400

NOTE: While events in the Eastern and Midwestern sections will result in more money in entry fees, the costs for officials and ice time will be significantly higher. Your costs are proportional to the number of participants you have.

Additional income: Your LOC should put together a team of students to come up with additional ways to raise funds. Any profit that you make is your club's to keep. Look at local sponsors that can be published in your program, local restaurants can pay to be listed on a restaurant guide, local restaurants may donate food for officials, etc. Vendor sales, food sales, program sales, etc. are all suggestions to increase income. Enlist the help of a marketing major to come up with some ideas.

U.S. Figure Skating



SECTION 2:

U.S. Intercollegiate Team Skating Championships

*Rules, Team Selection and a Guide for the
Local Organizing Committee*

Application for Hosting the U.S. Intercollegiate Championships

Host Club /School	
Chairpersons	
Address	
Phone:	E-mail:
Proposed dates:	
Has your club/school ever hosted an Intercollegiate Team Competition? If yes, which competition(s) and when?	

Arena information

Item	competition venue
Name of arena	
Address	
Number of surfaces being used	
Size of each surface	
Number of team locker rooms	
Seating capacity & type	
Type of sound system	
Arena rental fees	
Other rooms available: <ul style="list-style-type: none"> • Accounting • Officials hospitality room • Trial judges room 	
Parking available for cars and busses	
Snack bars or restaurants	

Hotel information

Item	Official hotel	Secondary hotel	Secondary hotel
Name of hotel			
Address			
Number of rooms available: <ul style="list-style-type: none">• Quad• Triple• Double			
Rate per night			
Restaurant in hotel			
Restaurant within walking distance			
Distance to arena			

Transportation information

Available bus companies and approximate cost for teams if needed or requested:

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Airport and major airlines served:

--

Distance from airport to hotels:

--

Additional attachments:

- ✓ Proposed budget
- ✓ Diagram of arena
- ✓ Competition Committee organizational chart



SECTION 2A: QUALIFICATION / SELECTION OF PARTICIPATING TEAMS

- A. Qualification of teams to participate in the U.S. Intercollegiate Team Skating Championships shall be published in the announcement and will be as follows:

Teams will qualify based on points earned throughout the season at three competitions in their respective conferences as follows. Qualifying Points will be awarded at each competition to competitors finishing:

<i>First place:</i>	<i>5 points</i>
<i>Second place:</i>	<i>4 points</i>
<i>Third place:</i>	<i>3 points</i>
<i>Fourth place:</i>	<i>2 points</i>
<i>Fifth place:</i>	<i>1 point</i>

Each team's qualifying points from each competition will be added together.

*The three teams with the highest total of qualifying points in each conference will qualify for the U.S. Intercollegiate Team Skating Championships. Any athlete from a qualifying team who has competed representing their team in at **least two conference competitions** will be eligible to represent the team at the U.S. Intercollegiate Team Skating Championships, and compete in any event they are qualified by test level to enter.*

Tie-breaker:

If two or more teams are tied for a particular place in points, the following tie breakers will be used, in this order:

- 1. The team that had placed higher overall at MORE competitions during the competitive season.*
- 2. The cumulative point totals the team members earned throughout the season. WAIVER of ABOVE RULE: Any qualifying team may apply for a waiver of this rule for a particular athlete, in writing, explaining the extenuating circumstance. The athlete must have competed in at least one competition to be considered for the waiver. **The team must submit the waiver request to the Collegiate Program Committee national vice-chair for intercollegiate competitions IN WRITING. If the waiver is needed for medical reasons, a note from the athlete's doctor should be included.***

- B. WITHDRAWALS / DECLINE TO COMPETE

If a team placing in the top three in their respective conference declines their invitation to the U.S. Intercollegiate Team Skating Championships, they must notify the Collegiate Program Committee vice chair for intercollegiate competitions within seven (7) days of the last conference competition. It must be in writing or via e-mail.

In the event of a withdrawal / decline of invitation, the next team in the respective conference will be invited by the vice chair for intercollegiate competitions.

C. BYES

Teams desiring a bye to the U.S. Intercollegiate Team Skating Championships may apply for one through the Collegiate Program Committee vice chair for intercollegiate competitions.

Byes will be granted at the discretion of the Collegiate Program Committee, and only for extenuating, extraordinary circumstances. In order for a team to be considered for a bye they must prove that an extraordinary hardship is preventing them from completing the required events. And, based on past competitive history, they would have a reasonable chance of placing in the top five at the U.S. Intercollegiate Team Skating Championship.

SECTION 2B: EVENTS TO BE SKATED

A. The rules, test requirements and events to be skated will be consistent with the Intercollegiate Conference Competition Rules – found annually in the common competition Announcement / Application.

B. The following events will be included:

1. Free skating:
 - a. Preliminary (Pre-Intermediate A)
 - b. Pre-juvenile (Pre-Intermediate B)
 - c. Juvenile (Pre-Intermediate C)
 - d. Intermediate
 - e. Novice
 - f. Junior
 - g. Senior
2. Short program:
 - a. Intermediate
 - b. Novice
 - c. Junior
 - d. Senior
3. Solo Dance
 - a. Preliminary (Pre-Intermediate A)
 - b. Juvenile (Pre-Intermediate B)
 - c. Intermediate
 - d. Novice
 - e. Junior
 - f. Senior
 - g. Gold
 - h. International
4. Team Maneuver
 - a. Low (preliminary - juvenile)
 - b. Intermediate (intermediate / novice)
 - c. High (junior / senior)

C. SYNCHRONIZED TEAM SKATING:

Synchronized Team Skating will not be offered at the U.S. Intercollegiate Team Skating Championships. Synchronized teams will participate in the U.S. Synchronized Team Championships, per rules beginning a 3250 in the current U.S. Figure Skating rulebook.



SECTION 2C: ENTRY OF THE PARTICIPATING TEAMS

- A. The last qualifying conference competition must be completed at least 21 days (three weeks) prior to the U.S. Intercollegiate Team Skating Championships. Qualifying teams will be announced at the conclusion of the third conference competition in each section.
- B. The entry form will be the same as the conference competitions. Entries must be postmarked within 7 days of qualification. Entries will be sent to the LOC chair of the U.S. Intercollegiate Team Skating Championships, as designated on U.S. Figure Skating Online.
- C. The entry of team members will be the same as intercollegiate conference competitions:

Schools are permitted a combined total of 35 entries (starts) in free skating, solo dance, short program and team maneuver events. A maximum of five (5) starts per event are permitted in senior short program, senior free skating and senior championship. A maximum of three (3) starts per event are permitted at all other levels. Schools may enter one (1) team per team category in team maneuver events.

For short programs and free skating, men's and ladies' events are considered separate events.

D. ENTRY FEES

The entry fee is \$60 per skater in the first individual event, \$20 for the skater's second individual event and \$60 for a maneuver team.



SECTION 2D: RESPONSIBILITIES OF THE LOCAL ORGANIZING COMMITTEE

- A. The Local Organizing Committee (LOC) will run the competition in much of the same way as an intercollegiate conference competition. Please review SECTION 1 of this handbook carefully for details in running a competition.
- B. The LOC will find judges and officials with the guidance and approval of the chair of the Collegiate Programs Committee & vice-chair for intercollegiate competitions. If possible, the panel of judges should be geographically balanced.
- C. The LOC is responsible for submitting all of the forms in the appendix of this handbook.
- D. It is the responsibility of the LOC to ensure that all reasonable measures are taken to ensure minimal days of school are missed and costs are kept as low as possible for participants. If a Sunday event is necessary, the competition must end by noon. The tentative event schedule must be approved by the chair of the Collegiate Programs Committee and national vice-chair for intercollegiate competitions.



SECTION 3:
Intercollegiate Conference Competitions

and

**U.S. Intercollegiate Team Skating
Championships**

APPENDIX



APPENDIX A: SAMPLE COMPETITION INFORMATION SHEET

AMERICAN UNIVERSITY INTERCOLLEGIATE CONFERENCE COMPETITION

January 2, 2006

**American University Campus Ice Arena
123 University Blvd.
Washington, D.C. 12345**

Entry deadline: All completed entry forms must be postmarked no later than December 1, 2005.

Send your completed applications to:

Jenny Smith, Competition Chair
101 Russell Street
Washington, D.C. 12345

Housing: The official hotel is:

American College Inn
100 University Blvd.
Washington, D.C. 12345
Phone # 202 – 123 – 4567

Call the hotel to reserve your rooms in the block reserved for "A.U. Figure Skating". The cost for each room is \$ 89.00 per night. The hotel is located within walking distance of the arena, and adequate parking is available. Please visit this website: www.acinn.com for driving directions.

Competition Chair: For additional information, please contact Jenny Smith at: jsmith@au.edu

Chief Referee: Sally Skater: sallysk8@aol.com

The competition is scheduled to begin Friday night and conclude Saturday night. Practice ice will be available on Friday afternoon. Each college contact will be sent a detailed information packet following the close of entries.



APPENDIX C1: INTERCOLLEGIATE CONFERENCE COMPETITION CONTACT FORM

Name of college/university:	
Competition Chair:	E-mail address:
Daytime phone #	Mailing address:
Date of competition:	Location of competition:
Sanction #:	Chief Referee:

1. Following the event, the intercollegiate conference competition results form and the expense report must be submitted to Headquarters.

Send this completed form to:

U.S. Figure Skating
 20 First Street
 Colorado Springs, CO 80906
 or
 Attn: Kelly Hodge
 Fax: (719)635-9548
 or
 E-mail: khodge@usfigureskating.org



APPENDIX N1: U.S. INTERCOLLEGIATE TEAM SKATING CHAMPIONSHIPS CONTACT FORM

Name of college:	
Competition Chair:	E-mail address:
Daytime phone #	Mailing address:
Date of competition:	Location of competition:
Sanction #:	Chief Referee:
Make check payable to:	E-mail address:
Send check to:	

1. Following your event, you must submit your intercollegiate conference competition results form along with your expense report.

Send this completed form to:

U.S. Figure Skating
 20 First Street
 Colorado Springs, CO 80906
 or
 Attn: Kelly Hodge
 Fax: 719.635.9548
 E-mail: khodge@usfigureskating.org



APPENDIX C3: SAMPLE FINANCIAL REPORT FORM CONFERENCE COMPETITIONS

INCOME:

- | | | |
|----|-----------------------------|-------|
| 1. | Program Sales | _____ |
| 2. | Program Advertising | _____ |
| 3. | Contributions/Sponsors: | |
| | Cash | _____ |
| | Value-in-Kind (please list) | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| 4. | Entry Fees | _____ |
| 5. | Miscellaneous (please list) | _____ |
| | Program Sales | _____ |
| | Vendor Merchandise | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | TOTAL INCOME | _____ |

EXPENSES:

- | | | |
|-----|--|-------|
| 1. | Officials (Including judges and accountants): | |
| | Travel | _____ |
| | Meals | _____ |
| | Lodging | _____ |
| | Officials' Dinner | _____ |
| | Gifts | _____ |
| 2. | Medal Expense | _____ |
| 3. | Competition Arena Rental (hours x \$ per hour) | _____ |
| 4. | Practice Arena Rental | _____ |
| 5. | Service/Equipment Rental Costs | _____ |
| 6. | Publicity/Promotion | _____ |
| 7. | Program Printing Costs | _____ |
| 8. | Souvenir/Boutique Cost of Sales | _____ |
| 9. | Printing Costs | _____ |
| 10. | Administrative & Committee Expense | _____ |
| 11. | Local Transportation | _____ |
| 12. | Telephone/Fax Expense | _____ |
| 13. | Stationary/Postage/Supplies | _____ |
| 14. | Emergency Medical | _____ |
| 15. | Miscellaneous (please list) | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | TOTAL EXPENSES | _____ |



APPENDIX N3: SAMPLE FINANCIAL REPORT: U.S. INTERCOLLEGIATE TEAM SKATING CHAMPIONSHIPS

INCOME:

- | | | |
|----|-----------------------------|-------|
| 1. | Program Sales | _____ |
| 2. | Program Advertising | _____ |
| 3. | Contributions/Sponsors: | |
| | Cash | _____ |
| | Value-in-Kind (please list) | _____ |
| | | _____ |
| | | _____ |
| 4. | Entry Fees | _____ |
| 5. | Miscellaneous (please list) | _____ |
| | Program Sales | _____ |
| | Vendor Merchandise | _____ |
| | | _____ |
| | | _____ |
| | TOTAL INCOME | _____ |

EXPENSES:

- | | | |
|-----|--|-------|
| 1. | Officials (Including judges and accountants): | |
| | Travel | _____ |
| | Meals | _____ |
| | Lodging | _____ |
| | Officials' Dinner | _____ |
| | Gifts | _____ |
| 2. | Medal Expense | _____ |
| 3. | Competition Arena Rental (hours x \$ per hour) | _____ |
| 4. | Practice Arena Rental | _____ |
| 5. | Service/Equipment Rental Costs | _____ |
| 6. | Publicity/Promotion | _____ |
| 7. | Program Printing Costs | _____ |
| 8. | Souvenir/Boutique Cost of Sales | _____ |
| 9. | Printing Costs | _____ |
| 10. | Administrative & Committee Expense | _____ |
| 11. | Local Transportation | _____ |
| 12. | Telephone/Fax Expense | _____ |
| 13. | Stationary/Postage/Supplies | _____ |
| 14. | Emergency Medical | _____ |
| 15. | Miscellaneous (please list) | _____ |
| | | _____ |
| | | _____ |
| | TOTAL EXPENSES | _____ |



APPENDIX D: CHECKLIST OF FORMS, INFORMATION TO SUBMIT

ITEM	SEND TO	DUE DATE	NOTES
1. Intent to host a competition & Bid Packet	Jerry Miele, Michelle Zeles-Hahn, Kelly Hodge	As soon as you have a competition date	A simple e-mail, to all three people is fine
2. Contact Form	Kelly Hodge	Within four weeks of your intent to host e-mail	See Appendix C1 / N1
3. Competition Information sheet	Kelly Hodge	Should accompany above form	See Appendix A; will need to post on web site for participating schools
4. Intercollegiate Results Form	Kelly Hodge	Within 7 days of completion of your event.	See Appendix C2 / N2; will need to tabulate results.
5. Expense report	Kelly Hodge	Within 7 days of completion of your event. Submit with above form.	



APPENDIX E: CONTACT INFORMATION and USEFUL TOOLS

Name	Function	E-mail	Phone	Mailing Address
Kelly Hodge	Director of Synchronized Skating & Collegiate Programs	Khodge@usfigureskating.org	719.635.5200 ext. 455 Monday - Friday 8:00- 4:30 MST	U.S. Figure Skating 20 First Street Colorado Springs, CO 80906
Jerry Miele	Chair, Collegiate Program Committee	gmielle69@aol.com	401.949.2828	31 Randall St. Greenville, RI 02828
Michelle Zeles-Hahn	National Vice –Chair for Intercollegiate Competitions	zeleshahn@gmail.com		10871 Stuart Circle Westminster, CO 80031
Merita Mullen	National Vice-Chair for Synchronized Skating	fastwake@comcast.net	508.358.5236	9 Old Farm Circle Wayland, MA - 01778-3115

Useful tools:

1. U.S. Figure Skating directory: Includes all officials, committees, U.S. Figure Skating member clubs and U.S. Figure Skating Headquarters staff
2. U.S. Figure Skating Rulebook
3. Local U.S. Figure Skating member clubs – could be a great source of guidance and volunteer support



APPENDIX F: “CHEAT SHEET” *A checklist of everything in this handbook*

Below is a checklist of everything that needs to be done for your competition. Detailed information about each item is found throughout the handbook.

Priority Tasks:

- Book the ice
- Find a chief referee & accountant
- Send Bid package to committee
- Book judges
- Prepare your LOC information sheet
- Book hotel rooms for judges
- Block hotel rooms for competitors
- Obtain competition sanction
- Obtain insurance certificate
- Send in forms in Appendix A, C1/N1

Before the Competition:

- Process applications as you receive them
- Send the information to the referee
- Ask accountant for their needs during the event
- Keep the applications
- E-mail schedule to the participants
- Make sure they respond to you
- Order medals, ribbons, trophies
- Build or obtain podium for awards
- Arrange for a judges stand to be built
- Arrange hospitality for officials
- Make transportation arrangements for officials
- Purchase judges gifts
- Arrange to have an EMT available for event
- Prepare printed program
- Assign locker rooms to teams
- Assign volunteers: registration, hospitality, decorations, announcing, music, runners, awards, ice monitors
- Prepare area for posting results
- Arrange for music equipment
- Arrange for microphone for announcing
- Inform the accountant of different judging sheets for intercollegiate competitions
- Gather supplies: clipboards for judges, pencils, erasers, tape, stapler & staples, paper clips, dividers for music, boxes for music



SUMMARY

Night Before / Morning of Competition:

- Set up judges stand
- Set up podium for awards
- Set up registration desk
- Decorate arena
- Set up music system / microphone
- Set up tables for vendors

Day of Competition:

- Collect judges expense reports and pay them

After the Competition:

- Send in forms results forms (Appendix C2 / N2)
- Send in financial report (Appendix C3 / N3) along with receipts
- Send thank you notes to any appropriate people

Optional:

- Competitors gift
- Flowers
- "Necessity" baskets for team locker rooms
- Arrange for t-shirt vendor (Northwest Designs: 1-800-925-9327)
- Arrange for video
- Arrange for photographer
- Snack table to sell food if the rink doesn't have a snack bar