The first thing to do is find at least three clubs that would like to participate in your series. The minimum should be three clubs and the maximum could be as many as you can handle. It is advisable to select one series director and form an executive committee to oversee all the competitions within that series. The series director will be the individual who oversees all the clubs within that series. The following is an example of an executive board needed to oversee a series:

- Series Director
- Secretary/Treasurer
- Special Events Coordinator and Special Awards
- Points Coordinator and Awards Ceremony
- Judge/Official

The individual program directors will want to form a committee within their club that will prepare announcements and guidelines that everyone should follow for their program within the series. Remember to keep it simple and user-friendly. The program directors will be responsible for delivering the information to their clubs and fully understanding how the series functions.

Maureen Dalton
National Vice Chair of Basic Skills
MSDSkating@aol.com

Sharon Kruse
Editor and Assistant
Krush@bright.net

Create a Calendar of Your Competitions

Once you have selected the clubs wanting to be a part of the series, select dates when each club can host its competition. Try to keep the same weekend each year, making it easier to plan and help the the to the regional vice chair who is giving out sanctions and needs to know about conflicting dates. Any changes should be decided among the series director and the executive committee. Create a master calendar to be placed within the announcement.

The calendar is the most useful tool you can use. Place it up front in your announcement. Put it in your programs. Use it as a flier. Use the calendar when you are buying a banner to be used at all the competitions. A smaller version of the banner could be reproduced as posters for all the competitions in your series. Parents, skaters and coaches need to see this information over and over.

The calendar can also be used as a helpful tool with the program directors within your series. You need their updated information which includes contact information, people in charge, dates, places, etc. Make it mandatory they attend the July meeting and require the program directors to have this information no later than Sept 1 in order to get all things organized for the next year’s series. It takes time to produce banners and posters and you need deadlines for all these details to come together.

USFS Skate Colorado Basic Skills Series

Events to take place at:

- Colorado Milehinter Invitational
  Date: February 10, 2012
  www.grounds.com
  130 North Grant Ave
  Peoria, CO 81035
  Competition Chair: Alicia Price
  ainliber@gmail.com
  (719)453-3598

- Ft. Collins Classic (EPIC)
  Date: April 13, 2012
  www.epicskating.org
  1801 Rio Grande
  Ft. Collins, CO 80525
  Competition Chair: Kate Jones & Jenni Stewart
  kaiseeker@yahoo.com & jkawt07@cs.com
  (970) 521-2002

- Colorado College Cap (Colorado 4-10)
  Date: May 12, 2012
  www.coloradowf.org
  4 Cache La Poudre St
  Colorado Springs, CO 80903
  Competition Co-Chair: Linde Alexander & Kae Kauth
  kauth@coloradowf.org &
  tikia@live.com
  (719) 380-4155

- Front Range Invitational (Greely Ice Arena)
  Date: July 7, 2012
  www.greelyskatingclub.com
  1850 2nd Avenue
  Greeley, CO 80631
  Competition Chair: Josh Cohen
  je987@gmail.com
  (970) 520-5135

- Colorado Springs Invitational (Centennial Ice Center)
  Date: September 6, 2012
  www.centennialice.com
  3100 S. Vine Street
  Centennial, CO 80121
  Competition Chair: TBI
  tbi@tbi.com
  (303) 515-4520

- Ft. Collins Classic (EPIC)
  Date: July 20, 2012
  www.epicskating.org
  1801 Rio Grande
  Ft. Collins, CO 80525
  Competition Chair: Kate Jones & Jenni Stewart
  kaiseeker@yahoo.com & jkawt07@cs.com
  (970) 521-2002

- Colorado College Cap (Colorado 4-10)
  Date: May 12, 2012
  www.coloradowf.org
  4 Cache La Poudre St
  Colorado Springs, CO 80903
  Competition Co-Chair: Linde Alexander & Kae Kauth
  kauth@coloradowf.org &
  tikia@live.com
  (719) 380-4155

- Front Range Invitational (Greely Ice Arena)
  Date: July 7, 2012
  www.greelyskatingclub.com
  1850 2nd Avenue
  Greeley, CO 80631
  Competition Chair: Josh Cohen
  je987@gmail.com
  (970) 520-5135

- Colorado Springs Invitational (Centennial Ice Center)
  Date: September 6, 2012
  www.centennialice.com
  3100 S. Vine Street
  Centennial, CO 80121
  Competition Chair: TBI
  tbi@tbi.com
  (303) 515-4520

** All Basic Skills Competition Series awards will be awarded at this site **
Along with reporting suggestions and ideas for the Basic Skills Series, we will be dedicating a section for the competitions within the Series. This “Competition Corner” will become a new addition to the newsletter. We will be collecting our ideas from the clubs hosting competitions and hopefully some of our ideas can help your competition.

**SNOWPLOW SAM RENTAL**

To make your awards presentation special, rent Snowplow Sam for $75 from U.S. Figure Skating. Snowplow Sam is a great idea and having him on the ice throughout the entire awards ceremony will leave a lasting impression with skaters of any age. He can help the skaters step on the podium and stand with them while their photo is taken. Some series have found it profitable to purchase the Snowplow Sam costume, then rent it out.

Another great idea is to rent the costume during your competition. The entertainment will leave a lasting impression on all your skaters.

**EVENT AWARDS**

While you are looking for volunteers for your competition, consider your young adults and older teenagers. Ask them to be in charge of decorating the awards area. Give them a microphone and I’m sure they will be sensational and make it special for the skaters getting those medals.

**COMPETITION CAMPS**

Offer a summer camp following a Saturday competition. With a competition on Saturday and the camp held on Sunday, skaters will find it easy to attend both segments. Have the camp open to anyone 14 years old or younger. Basic Skills skaters up to those who have completed the preliminary free skate test should be eligible to attend the camp. Have your camp include on-ice and off-ice instruction. Training could cover basic stroking, edges, moves in the field, jumps and spins, beginning ice dance and beginning synchronized skating. Offer a parents education seminar to be held during the camp. Suggested seminars for the parents include:

- Understanding U.S. Figure Skating
- Being a supportive skating parent
- Understanding the judging system
- Outfitting your skater
- Getting Involved in your local club

Have scheduled times during the seminar for parents to watch the skaters.
USE OF BANNER TO PROMOTE COMPETITIONS IN SERIES

There are many ways to advertise your series, but we have found pictures are one of the best ways to get everyone’s attention. Here is a picture of a stand-up banner used by Michigan Basic Skills Series. The banner is taken to every competition within that series and displayed at the entrance. Many parents, coaches, skaters and officials can see immediately where all your competitions will be held. If the individual programs order a special size poster (14x24) they can have it on display all year in their rink. That way parents, skaters and coaches can refer to it often.

If you would like more information about a banner contact

Bill Balderach
Mission Awards
Phone: 866.396.5481 Cell: 231.360.7844
Fax: 231.276.7682
www.missionawards.com
bill@missionawards.com

Sharon Kruse
Cell: 419.770.0094 or
email: Krush@bright.net

Stand-up banner size is approximately 33x80
Poster size is approximately 14x24

PREPARING FOR NEXT SEASON

Depending when your season begins and ends getting ready early is critical. Reach out to your programs and make sure dates are secured with the rinks by sending a lined calendar showing all the competitions approved or sanctioned that occur near your Basic Skills competitions along with the Basic Skills dates. Once your lined calendar is ready send contracts to your program directors and get them to commit to the next season. This contract should include contact information for the program director, the skating director and the president of the club. It is advisable to secure funds from the individual programs to cover your costs for your finale at the end of the season. Those funds can cover ice time, medals, flowers, rental of Snowplow Sam, etc. By taking care of these details, in advance, you can spend more time marketing your series, updating websites and ordering banners and posters.

Be prepared because the little ones and their parents need your organized guidance.

CONTACT US

Please contact us with any ideas, suggestions or recommendations you want to share with us. We are here to help and to listen.

Maureen Dalton—MSDSkating@aol.com
Sharon Kruse—Krush@bright.net

For more information about Basic Skills, contact
Basic Skills Program Manager
Erin Schopf, U.S. Figure Skating
eschop@usfigureskating.org
719.228.3471

Senior Director of Membership
Susi Wehrli-McLaughlin, U.S. Figure Skating
swehrli@usfigureskating.org
719.635.5200 ext. 423
**SERIES AND DIRECTORS**

Alabama Grand Prix Basic Skills Series—Candice Duncan—cduncan1@knology.net

Ohio Series—Kristy Brickel—kristinebrickel@yahoo.com—www.clevelandskating.com

Colorado Series—Linda Alexander—linda.alexander@coloradocollege.edu

Michigan Series—Suzy Malloure—Malkidsx4@aol.com

Wisconsin Series—Carolyn Clausius—csclausius@hotmail.com

Florida Series—Kent Johnson—sk8johnson@hotmail.com—www.basicskillsflorida.com

Illinois Series—Brigitte Roquet—brig811@aol.com

New York Series—Kim Galinski—teacups531@yahoo.com—Patrick Sarandrea—lspconst@gmail.com

Central Minnesota—Lori Stuart—lstuart@rogersbenefit.com—www.centralminnesotaseries.com

New Jersey Series (Northern)—Katherine Roekaert Davis—kkd.davis@verizon.net

The Inaugural Long Island Basic Skills Grand Prix Series

Lone Star Summer Skate Series (Houston Area)—Andrew Foland—andrew@spacecityice.com

Mary Pottenger—PairOfPairs@aol.com