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U.S. Figure Skating Mini System Rental FAQs

Procedures

What are the general procedures for renting the mini system?

- 1) Contact the IJS/technology specialist at U.S. Figure Skating via e-mail or phone and ask to reserve a mini system for your competition's dates. If a system is available during those dates, you will be given a tentative reservation.
- 2) Upgrade your tentative status to "Confirmed" as soon as possible to minimize the chance of getting bumped. *See page 4.*
- 3) Arrange to supply the items mentioned on page 4 that are not included in the mini system shipment.
- 4) Be in contact with your mini system specialist to make sure they will have all that they need.
- 5) Stay in touch with IJS/technology specialist if you have any questions or just want to re-confirm that everything is in order. The IJS/technology specialist will also send out a confirmation email a few days before the competition outlining the shipping plans and making sure everything is in order.
- 6) Once the mini system arrives and is handed off to the mini system specialist, he or she is trained to take care of the system from that point until the end of the competition. When the competition is over, the mini system specialist will pack the system back up and hand it back to the LOC/club at which time it will need to be delivered to the designated shipping contact.

Finally, do not wait until the last minute. The systems are popular and get booked up quickly during the summer non-qualifying season.

What kind of mini system support will I have during my competition?

Your mini system specialist is trained to deal with most problems that may arise with the mini system. This is why it is important to get a qualified person. The mini system specialist will also have access to the IJS/technology specialist over the weekend via telephone if it becomes necessary to contact him/her.

Requirements

Do I have to have a mini system specialist (TA) at my competition in order to rent a U.S. Figure Skating mini system?

Yes. It is U.S. Figure Skating's policy to only rent the mini system out to LOCs/clubs who have a qualified mini system specialist coming to their competition. A qualified mini system specialist is one who has either had extensive experience working with the mini system out in the field or has received formal mini system specialist training and certification on the mini system.

Can I use the same person in both the mini system specialist and chief accountant roles?

In general, U.S. Figure Skating will not rent a mini system to a competition that does not have a dedicated mini system specialist. It is usually too much responsibility to expect one person to chief and also be the system specialist with all that it entails. An exception might be made if the following conditions are true:

- You have a small competition
- The person in question has solid experience in both capacities
- You are providing experienced support personnel to back them up

Who are the qualified mini system specialists?

You can download the System Specialist TA list from the U.S. Figure Skating Members-Only site at https://www.usfsaonline.org/IJS/IJS_Rental.asp . This list will be periodically updated as more accountants become certified on the mini system.

When do I need to have my faxed rental agreements turned in to the IJS/technology specialist?

Rental agreements need to be faxed in no later than two weeks prior to the competition. The earlier the better as these forms are required to confirm a reservation.

What does the LOC/club need to provide for the mini system?

The mini system is limited in what can be shipped along with it, so the following items will need to be provided by the LOC/club:

Power

- Ideally, the mini system should have its own dedicated 15 AMP, 110 VAC circuit if possible. It can share a circuit with other devices if necessary, but this is not desirable.
- It is strongly recommended that you rent a 500 VAC UPS from a local office supply store off of which to run the mini system. This will be required at regionals and sectionals.
- 2-3 extra extension cords and 2-3 extra power strips

Equipment.

- A backup laptop with Windows XP installed. Check with your mini system specialist first. He or she may bring his or her own laptop to use as a backup.
- A laser printer and extra toner for rinkside use.
- A videographer for non-qualifying competitions.
- A standard DVD player (with a DVD) for video testing since the videographer is often not set up on time to test video replay.

What is a Performance Enhancement & Tracking Competition (in-depth analysis) and how can I apply for this status?

Also known as a monitoring competition, this is a competition that sets aside extra time to perform an in-depth evaluation on selected envelope athletes. There are only a select few competitions with this status; however, if you are interested in seeing if your competition qualifies, please contact Mitch Moyer, U.S. Figure Skating senior director of athlete high performance, at mmoyer@usfigureksating.org for more information.

Reservations and Scheduling

Are the reservations first come, first serve?

Not necessarily. Rental priority is given to competitions in this order:

1. U.S. Figure Skating-sanctioned competitions
2. Mini system training schools approved by U.S. Figure Skating
3. Designated **Performance Enhancement & Tracking Competitions** (in-depth monitoring) aka *monitoring* competitions
4. LOCs that will be hosting a qualifying competition later in the season
5. LOC/clubs that have reserved a system and have a confirmed status. *See below.*
6. LOC/clubs that have reserved a system with a tentative status

This being the case, it is possible that a club could get bumped by a last-minute event that has a higher priority. The IJS/technology specialist will do all that he/she can to avoid this situation, but it could still possibly occur.

What is 'Confirmed' status?

In short, your rental will be confirmed when you have met all the rental requirements. Until all requirements are met, you will be placed on the rental schedule with a *tentative* status. It is possible that Club B with a confirmed status could bump Club A with a tentative status, even if Club A put in their reservation first.

In order for a reservation to be confirmed, the LOC/club needs to provide the following items to the IJS/technology specialist:

- An approved mini system specialist
- A completed and faxed (or mailed) rental agreement
- A completed and faxed (or mailed) credit authorization form
- A shipping address
- A designated shipping contact

Who is the designated shipping contact?

This is the person(s) who will actually be receiving the mini system and sending it back to U.S. Figure Skating Headquarters. If you, as the main contact for renting the system, will not be physically receiving and returning the system, you must provide the name, e-mail and phone number of the person who will. This is often an employee of the ice rink where the competition is held.

It is critical that the IJS/technology specialist has this person's information. In the past, the system has become temporarily misplaced because of miscommunication about who was supposed to return it. Therefore, if the shipping contact changes from the original plan, please inform the IJS/technology specialist immediately.

Who is responsible for calling FedEx (UPS, DHL, etc.) for return shipping?

The LOC/club will be responsible for arranging for FedEx to come and pick up the system after the competition is over. Many will opt to deliver the system to the nearest FedEx depot, and this is fine, too. Return shipping will almost always need to take place the Monday after the competition. The IJS/technology specialist will work out this detail ahead of time with the LOC/club.

I have another competition in a few weeks. Can I keep the mini system until then to avoid extra shipping costs?

This is possible. It depends upon several factors including, but not limited to, whether the system needs repairs or adjustments and whether the system is reserved for another competition in the interim or is likely to be reserved. It is at the IJS/technology specialist's sole discretion to determine if it is appropriate to keep the system out in the field in between competitions.

Can the mini system be forwarded on to another competition taking place the following week instead of sending it back to Headquarters in order to save shipping costs?

Generally, no. We have found that the longer the system stays out in the field, the more likely it will develop problems for the latter competitions that use it. The IJS/technology specialist may make an exception to this depending upon the circumstances, but you should not plan for this to occur.

Costs

How much is it going to cost to rent the mini system?

There are two separate charges associated with the mini system: the **rental fee** and the **shipping charges**.

The rental fee is based upon your user priority, which can be found in the protocol document, but for most non-qualifying events, the rental fee will be \$1,000 per competition.

The shipping charges will vary significantly depending upon how far away your competition is from U.S. Figure Skating Headquarters and how soon the system needs to be shipped. It will often need to be shipped next day air in order to get it to its destination on time. The IJS/technology specialist will do what he/she can to minimize these costs as

much as possible, but to give you an idea, a competition on the East Coast that needs the system shipped next day air will be looking at up to \$1,000 for a round trip.

What is the billing process?

Generally, U.S. Figure Skating will receive a shipping invoice from FedEx 2-3 weeks after the ship date. Once this is delivered to the IJS/technology specialist, he/she will combine the shipping costs and rental fee in a summary spreadsheet and turn the summary into the finance department, at which time the total amount is billed to the credit card provided on the credit authorization form. The IJS/technology specialist will e-mail the summary to the LOC/club and will also fax a copy of the shipping invoice upon request.

Can I pay the rental fee and shipping charges by check?

Yes. However, you are required to provide a credit card up front to the IJS/technology specialist in order to reserve the mini system. You may elect to pay by check after the competition is over and the billing has been processed. Your card will be run initially, but all charges will be reversed if you pay by check.

How are the shipping costs shared among back-to-back competitions during the qualifying season?

Normally, when a LOC/club rents a mini system they are responsible for the shipping charges both ways. During the regional qualifying events, it may be necessary to ship the system from one competition directly to another instead of shipping back to U.S. Figure Skating Headquarters. In this case, all of the LOCs using that system will share the shipping costs incurred from the time it was originally shipped from Headquarters until it arrives back at Headquarters.

For example: If mini system A is shipped out during the first week in October, goes to three separate competitions and is returned to Headquarters three weeks later, the three LOCs that received the mini system will split the total shipping charges for that entire time. If the total shipping costs amount to \$1,500, then each LOC will pay \$500.

Privately Owned Mini Systems

Who are the private mini system owners and if I rent from them, do I still deal with U.S. Figure Skating?

There are now several clubs and associations across the country that have purchased their own mini systems. They are generally willing to rent their systems out. You can download the latest list of private owners from the U.S. Figure Skating Members-Only site at https://www.usfsaonline.org/IJS/IJS_Rental.asp

If you decide to rent from a private owner, you will deal directly with that owner, and U.S. Figure Skating will not be involved in the agreement. Furthermore, it will be the responsibility of the owner to take care of any issues that may arise.

Are the privately owned mini systems identical to the U.S. Figure Skating Systems and will they have the same equipment requirements?

There have been some recent changes to the packaging of the U.S. Figure Skating systems in order to help them withstand the rigors of shipping, so they do physically differ somewhat from the private systems. However, the basic equipment requirements remain the same with one important exception: not all of the private owners provide a laptop with their system, so verify this with them up front.

Resources

Web site

Visit the US Figure Skating Members-Only site at https://www.usfsoonline.org/IJS/IJS_Rental.asp for up-to-date information about mini system rentals.

Contacts

Robert Keene – U.S. Figure Skating IJS/Technology Specialist

Contact for mini system rentals, information and support

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Kevin Leonardo – U.S. Figure Skating Event Manager

Contact for LOC information and U.S. Figure Skating qualifying events

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Contact for Performance Enhancement & Tracking (monitoring) Competitions

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