



**Guide to Developing a Successful
Collegiate Program
2010-2011**



***Skating Shouldn't Have to End
When College Begins***



Dear prospective collegiate skater,

Once upon a time, when skaters graduated from high school, they had to choose between a competitive figure skating career and a college education. With the inception of the U.S. Figure Skating collegiate program came the development of a number of options for college students of all abilities.

From the U.S. Collegiate Championships, a high level competition for full-time college students at the junior and senior levels, to intercollegiate team figure skating, to the highly developed collegiate synchronized skating program, there truly is a place for everyone.

This booklet will give you a taste of what it's like to be a collegiate figure skater. It contains a brief overview of the programs, information on how to develop a new program, sample documents to help team leaders and a section on understanding and finding the competition rules.

We are confident that any figure skating athlete in the country can find a way to become involved and learn for him or herself why skating shouldn't have to end when college begins!

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Section 1

GETTING STARTED



Frequently Asked Questions

Ten years ago, there were only a handful of intercollegiate and synchronized skating teams. Now, **more than seventy schools** participate in the collegiate program. It's easy to join the collegiate program even if no club or team exists at your school.

Below, you will find some frequently asked questions on competing at the collegiate level.

If my school does not have an intercollegiate team but I still want to compete, what are some ways I can participate?

If your school does not currently have a figure skating team, go to the link below and submit the Collegiate Registration Form. By completing the form below, you will then be eligible for intercollegiate conference competitions.

<http://surveys.usfigureskating.org/index.php?sid=99558&lang=en>

Also, if you are interested, there are ways you can start an intercollegiate team at your school and recruit members. There is more information about forming an intercollegiate team on page 7.

If my school has a synchronized skating or intercollegiate team listed, how do I join?

Many schools have intercollegiate teams that have been formed by skater in previous years. Below, you will find a link to a website listing all teams and their contact person. Due to the ongoing turnover of collegiate athletes, some contact information may have changed without the knowledge of U.S. Figure Skating. The listed contacts should be able to link you to the correct contact person if they are no longer current. If not, please contact U.S. Figure Skating and we will work with you to put you in contact with their team leaders.

In addition, many universities and colleges will have a day designated to student club recruitment. Check out your school website to see if your school offers this as well. Use this day to find your schools table and sign up!

If my school does not have a synchronized skating team, but I'd like to join one, what can I do?

There are many ways to be on a synchro team in college. The first thing you could check is the surrounding area for synchronized skating teams nearby or that are intercollegiate teams (have skaters from various colleges.) Next, you could start your own team! Information on how to start a synchronized skating team can be found on page 7.

What is the time commitment for collegiate skating?

The time commitment for collegiate skating varies based on the competitiveness and intensity of the program that you choose. Some schools choose a more recreational skating regimen that requires less time at the ice arena, where other schools practice more frequently to be competitive at higher levels in skating.

What is the cost of collegiate skating?

This also varies based on the program you choose. For intercollegiate figure skating, the costs incurred depend on the amount of practice ice, coaching fees, and travel fees you choose. Synchronized skating costs tend to be set at the beginning of the year and depend on the team level, coaching staff, hours on the ice, and travel.

HOW TO START YOUR OWN COLLEGIATE FIGURE SKATING CLUB OR OR SYNCHRONIZED SKATING TEAM

1. **Visit your visit your campus' student organization office.**

This office will give you information on how to create a recognized organization on campus. While there try to obtain information, rules and procedures that govern how student organizations are run on campus. Most schools require a President, Treasurer, and Faculty advisor to start an organization. If you are interested in becoming a club sport, start researching this early so your organization follows all of the necessary guidelines set by your university athletic program.

2. **Recruit other students**

The process of starting a club is challenging and most school requires at least two people to have a recognized club. It's important to team up with other skaters at your school to help you plan your skating club. Plus, this will start to grow your skating organization.

3. **Create a Mission Statement.** What are the goals for your organization? What do you hope to accomplish? What are you going to bring to the university community and your members? Who are you and what are you about?

Sample Mission Statement: The Synchronized Skating Team at _____ is an organization designed for ice skaters that desire to compete as a team at the collegiate level. It encourages maintenance of athleticism and scholastic achievement.

4. **Create a budget.** Make sure that you follow the guidelines set out by your college/university. Remember that in your first year, you may receive limited, if any, funding from your school. Be prepared for team members to support the majority of the budget. Here are some things to take into consideration:

- Competitions: entry fees, transportation, housing, meals, practice ice
- Ice time
- Coaching
- Uniforms
- Costumes & practice clothes

5. **Register with U.S. Figure Skating** by completing the Intercollegiate Figure Skating Registration Form or Synchronized Team Registration Form. These forms are available online and can be found on the collegiate skating page. It costs \$10.00 to register a synchronized skating team and it is free to register an intercollegiate figure skating team.

Note: Skaters registered must be current members of U.S. Figure Skating. If skaters do not have a club to join or if you would just like to start a club at your school, you can start a collegiate club using the Collegiate Club Membership Application in order to register all skaters. This form can be found at the link below.

<http://surveys.usfigureskating.org/index.php?sid=99558&lang=en>

6. **Educate yourself** to the rules of the competitions you are entering. Rules and applications for intercollegiate conference competitions are found on U.S. Figure Skating Online and rules for synchronized team skating are found in the current U.S. Figure Skating rulebook.

7. **Develop a plan** for recruiting students on campus, and potential future students.

Suggestions:

- Set up a booth at your university's club sports or student organization fair
- Hang flyers and send e-mails—ADVERTISE!
- Host open try-outs
- Conduct informational meetings
- Set a calendar:
 - Schedule practice ice, competition schedule, and other events
 - Pass this calendar out to skaters as soon as possible
 -

8. Review Team Leader Responsibilities

A. GENERAL OVERSIGHT (PRESIDENT)

- Serve as a liaison between the coach, club, college/university and faculty advisor
- Schedule ice time
- Serve as the spokesperson for the club/team and the officers
- Schedule and prepare an agenda for all officer and club/team meetings
- Communicate with U.S. Figure Skating and organizing committees for competitions
- Arrange ice shows / exhibitions with local arenas
- Order / purchase club/team items
- Organize social functions
- Serve as a liaison to the local U.S. Figure Skating club

B. FINANCIAL RESPONSIBILITIES (TREASURER)

- Learn and guide the club in abiding by all college/university financial policies
- Keep a detailed ledger tracking all of the financial transactions of the club/team
- Collect & deposit dues
- Keep a ledger detailing each member's financial obligations
- Allocate money for purchases
- Create the annual budget
- Organize fundraisers
- Pay all club/team bills

C. ADMINISTRATIVE RESPONSIBILITIES (SECRETARY)

- Record & distribute minutes from all meetings
- Distribute a monthly calendar to members detailing all club/team activities
- Distribute a club/team roster and phone / e-mail list
- Complete and send in all competition applications
- Make sure that all club/team members have renewed their U.S. Figure Skating membership
- Keep a file with a photocopy of each club/team member's U.S. Figure Skating card & student ID number
- Register / renew your collegiate club, intercollegiate club, synchronized skating team
- Travel Arrangements
 - Book hotel rooms
 - Arrange for transportation: airline tickets, busses, vans, etc.
 - Prepare a competition schedule for all club/team members

D. PUBLICITY AND COMMUNICATIONS (VICE-PRESIDENT)

- Communicate with other member schools for ideas and support
- Create advertising materials for the club/team
- Serve as the contact for incoming or interested students
- Distribute information to prospective future students
- Coordinate recruiting efforts
- Make sure that your school is listed correctly on U.S. Figure Skating Online

INTERCOLLEGIATE SKATING TEAM TIMELINES, GUIDELINES AND IDEAS

INTERCOLLEGIATE TEAM TIMELINE
(sample, may vary based on team)

SPRING SEMESTER

Position	To-Do	Details
President	Make ice time arrangements	<ol style="list-style-type: none"> 1. Purchase club ice or locate rinks where your skaters can practice 2. Verify with university if there is a “student discount” on ice time if there is a university affiliated rink 3. Resign and coordinate coaching contracts for the upcoming season.
	Determine role of coach for the upcoming season	Note: Based on skaters’ interest, determine a list of coaching responsibilities and compensation.
	Follow up on recruitment of incoming students	<ol style="list-style-type: none"> 1. Host an informational meeting to find out who’s returning, graduating, and interested in joining 2. Make sure contact list is up to date
	Register organization with school and clubs sports, as needed	Note: This usually requires filing a form to re-register and signatures from authorized officers. Be sure to check on this before students leave campus.
	Elect officers	<ol style="list-style-type: none"> 1. Plan a fair and well-prepared elections process to avoid issues. 2. Please e-mail at ameyer@usfigureskating.org for sample election policies.
	Start selecting music and programs	<ol style="list-style-type: none"> 1. If skaters need a new program, music should be selected before summer begins so they can practice at home 2. If skaters cannot pay for a new dress, organize a way for skaters to share costumes from previous years
Treasurer (in coordination with President)	Establish budget for next season	

SUMMER

Position	To-Do	Details
All Officers	Prepare a newsletter to all skaters and prospective skaters with information about the season	1. Work together to form a document covering what the season will be like, costs of skating, tentative schedule, and competition plans
President	Select a date for the first practice, meeting, and team social event	1. Make sure these are posted and available to skaters as soon as possible 2. Phone and/or email each member to make sure they know about the dates
	Make sure your ice arrangements are set	1. Verify that times and prices have not changed since the Spring.
	If there is a U.S. Figure Skating club in the area of your college/university, contact them and let them know of your season plans	1. This can help develop a good relationship and serve as a way to recruit future team members
President/Treasurer	Select team warm-ups and practice outfits for team maneuvers	1. Work with treasurer to determine budget for this
Recruitment Officer	Prepare to have a table at the student activities fair	1. This is a great way to meet incoming students and also inform others on campus of your organization.
Other	Begin making a team website as a way to keep current skaters, future skaters, and parents informed of the events of the season.	1. Many school provide student organization with a website designing software. 2. Other option are available online with a little research.

SEPTEMBER	
POSITION	TO-DO
President	Send in an application to become a collegiate club, or renew your present membership
	Hold first practice, introductory meetings
	Have skaters sign commitment contracts, apparel order forms, and
	Pay close attention to any rules or regulations that your school may have.
Treasurer	Finalize team dues and payment plan options (Determine EXACT things the dues will cover. Will travel be included? Will coaches travel with team? See sample budget on page 39.)
Recruitment	On-campus recruiting and follow-up
Fundraising	Plan fundraising events for the fall semester. Make sure skaters know of these dates and events so they are able to participate
OCTOBER	
POSITION	TO-DO
President	Make sure all team members are current U.S. Figure Skating Members.
President/ Treasurer	Start ordering team apparel
Fundraising	Continue fundraising events to keep skater costs low.
Travel	Research hotel and transportation arrangements for intercollegiate competitions Note: Check the policies for travel for student organizations or club sports at your university. Many schools will require you provide travel dates, information, and drivers licenses for students traveling.
NOVEMBER	
POSITION	TO-DO
President	Verify entry deadline for competitions Begin filling out competition entry forms as needed
President/ Treasurer	Make sure skater competition costumes and warm-ups are finished
Treasurer	Verify team is on track with established budget and all skaters are up to date on payments
Travel	Solidify and travel plans for December and January competition
DECEMBER	
POSITION	TO-DO
President	Set practice/meeting schedule for after break Note: Many rinks and universities require you to resubmit ice time requests and update club status at the change of semester.
	Obtain contact information from all of the team members for winter break
Travel	Solidify any travel plans for January competitions

Recruitment	Put together a recruiting package for potential new students. This can be passed out at competitions, local rinks and skaters' home rinks throughout the year.
JANUARY	
POSITION	TO-DO
Team	Prepare for first or second competition and remember to enjoy skating!
President	Have team meeting to discuss competition expectations/behavior/dress code if this is the first competition
FEBRUARY	
POSITION	TO-DO
President	Enter another intercollegiate competition and begin preparing for the U.S. Intercollegiate Team Skating Championships if you qualify
All Officers and Coach	<p>Most of your efforts will go towards preparing for the U.S. Intercollegiate Team Skating Championships both on and off the ice. Here are some things that should have been taken care of:</p> <ul style="list-style-type: none"> ➤ Air transportation ➤ Booking hotels ➤ Ground transportation ➤ Practice ice ➤ Social activities ➤ School absence request letters <p>Create and distribute a guidebook about the competition for all of the team members including:</p> <ul style="list-style-type: none"> ➤ Tentative schedule ➤ Transportation and housing information ➤ Dress code ➤ Social activities ➤ Schedule of other events ➤ Expectations
MARCH	
President	Obtain a letter from you team's faculty advisor about missed classes during the U.S. Intercollegiate Team Skating Championships
	Contact school / local newspaper to announce that you will be competing in a national figure skating competition
	Following the competition report your placement to the school, and contact local media <ul style="list-style-type: none"> ➤ This will help your team get exposure and hopefully new members!
Team	Compete at U.S. Intercollegiate Team Skating Championships
APRIL/MAY	
TEAM	Evaluate team success and potential change to be made. (See "Spring Timeline")



Important questions for leaders to answer when forming an intercollegiate skating team:

1. What is the role of the coach?

This may be one of the most challenging parts of starting an organization. The role of your intercollegiate coach varies based on what your skaters and leaders need on the ice and at competition. Below you will find a list of possible options your team could choose from. This is not an all-inclusive list and your team could come up with its own option that works best for them.

- A. Full time coach: All skaters use coach equally on ice and coach will travel with team to all competitions. Skater dues will include all on-ice coaching and travel fees. Coach may be paid hourly or they can be salaried.
- B. Part time coach: Coaches' travel expenses and management fees are part of team dues, but on-ice skating lessons are determined by each individual skater, depending on if they want lessons.
- C. Coach used "as needed"
- D. No Coach, student leadership only

2. What competitions will you attend?

As a team, you must review the calendar, budget and skater interest to see which competitions you are interested in attending. It is the responsibility of the team leaders to submit entry forms before the deadline.

SYNCHRONIZED SKATING TEAM TIMELINES, GUIDELINES AND IDEAS

SYNCHRONIZED SKATING TEAM TIMELINE
(sample, may vary based on team)

SPRING SEMESTER

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President	Make ice time arrangements	<ol style="list-style-type: none"> 1. Purchase club ice or locate rinks where your skaters can practice 2. Verify with university if there is a “student discount” on ice time if there is a university affiliated rink 3. Resign and coordinate coaching contracts for the upcoming season.
	Determine role of coach for the upcoming season	<p>Based on skaters’ interest, determine a list of coaching responsibilities and compensation. Coaches are vital in synchronized skating. Find a coach you trust who is able to keep up with the ongoing rule changes and program requirements. Use this time to write a contract and determine how they will be paid, by university, hourly, or salaried.</p>
	Follow up on recruitment of incoming students	<ol style="list-style-type: none"> 1. Host an informational meeting to find out who’s returning, graduating, and interested in joining 2. Make sure contact list is up to date
	Write or revise your constitution and bylaws	<p>This is easiest to do by holding a meeting with officers to discuss the template. Make any adjustments or modifications as needed to fit your organization. Each year, review and vote on the proposed changes to the constitution.</p>

	Register organization with school and clubs sports, as needed	Note: This usually requires filing a form to register or re-register and signatures from authorized officers. Be sure to check on this before students leave campus.
	Elect officers	1. Plan a fair and well-prepared elections process to avoid issues.
	Start selecting music and programs	1. If skaters need a new program, music should be selected before summer begins so they can practice at home 2. If skaters cannot pay for a new dress, organize a way for skaters to share costumes from previous years
Treasurer (in coordination with President)	Establish budget for the season	
SUMMER		
Position	To-Do	Details
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	Make sure your ice arrangements are set	1. Verify that times and prices have not changed since the Spring.
	If there is a U.S. Figure Skating club in the area of your college/university, contact them and let them know of your season plans	1. This can help develop a good relationship and serve as a way to recruit future team members
President/Treasurer	Select team warm-ups and practice outfits for team maneuvers	1. Work with treasurer to determine budget for this

Recruitment Officer	Prepare to have a table at the student activities fair	1. This is a great way to meet incoming students and also inform others on campus of your organization.
Other	Begin making a team website as a way to keep current skaters, future skaters, and parents informed of the events of the season.	1. Many school provide student organization with a website designing software. 2. Other option are available online with a little research.

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POSITION	TO-DO
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Fundraising	Plan fundraising events for the fall semester. Make sure skaters know of these dates and events so they are able to participate
OCTOBER	
POSITION	TO-DO
President	Make sure all team members are current U.S. Figure Skating Members.
President/ Treasurer	Start ordering team apparel
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Travel	Research hotel and transportation arrangements for intercollegiate competitions Note: Check the policies for travel for student organizations or club sports at your university. Many schools will require you provide travel dates, information, and drivers licenses for students traveling.
NOVEMBER	
POSITION	TO-DO
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President/ Treasurer	Make sure skater competition costumes and warm-ups are finished
Treasurer	Verify team is on track with established budget and all skaters are up to date on payments
Travel	Solidify and travel plans for December and January competition
DECEMBER	

POSITION	TO-DO
President	Set practice/meeting schedule for after break Note: Many rinks and universities require you to resubmit ice time requests and update club status at the change of semester.
	Obtain contact information from all of the team members for winter break
Travel	Solidify any travel plans for January competitions
Recruitment	Put together a recruiting package for potential new students. This can be passed out at competitions, local rinks and skaters' home rinks throughout the year.
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POSITION	TO-DO
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POSITION	TO-DO
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All Officers and Coach	<p>Most of your efforts will go towards preparing for the U.S. Intercollegiate Team Skating Championships both on and off the ice. Here are some things that should have been taken care of:</p> <ul style="list-style-type: none"> ➤ Air transportation ➤ Booking hotels ➤ Ground transportation ➤ Practice ice ➤ Social activities ➤ School absence request letters <p>Create and distribute a guidebook about the competition for all of the team members including:</p> <ul style="list-style-type: none"> ➤ Tentative schedule ➤ Transportation and housing information ➤ Dress code ➤ Social activities ➤ Schedule of other events ➤ Expectations
MARCH	
President	Obtain a letter from you team’s faculty advisor about missed classes during the U.S. Intercollegiate Team Skating Championships
	Contact school / local newspaper to announce that you will be competing in a national figure skating competition
	<p>Following the competition report your placement to the school, and contact local media</p> <ul style="list-style-type: none"> ➤ This will help your team get exposure and hopefully new members!
Team	Compete at U.S. Intercollegiate Team Skating Championships
APRIL/MAY	
TEAM	Evaluate team success and potential change to be made. (See “Spring Timeline”)



Section 2

FINDING AND UNDERSTANDING THE U.S. FIGURE SKATING RULES



FINDING AND UNDERSTANDING THE RULES

As a competitor and member of U.S. Figure Skating, your most useful tools are the most current edition of the rulebook and U.S. Figure Skating Online. All rules concerning competitions are available in either one of those places.

A. SYNCHRONIZED TEAM SKATING

Rules: Rules for collegiate synchronized team skating are governed by the Synchronized Team Skating Committee. Collegiate and open collegiate are levels within the competitive pipeline of synchronized team skating and all rules pertaining to program composition, length and competition rules can be found in the current U.S. Figure Skating rulebook as follows:

➤ Eligibility to compete, rosters, etc.	3080-3096
➤ Conduct of competitions, costumes, etc.	3560-3598
➤ Marking of program, falls, etc.	2080-2103
➤ Registration, byes, etc.	3190-3202
➤ Entries, alternates, cross skating, etc.	3250-3261
➤ Qualifying Rounds and Seeding	3310-3314
➤ Draws	3340-3354
➤ Music	3505-3517
➤ Warm-up Periods	3530-3542



Announcement: Announcements and entry forms for qualifying competitions (Sectional Championships and the U.S. Synchronized Team Skating Championships) will be sent to all registered teams. Announcements for non-qualifying events must be obtained from the LOC of the event you wish to enter. For intercollegiate conference competitions, there is an entry form for the synchronized event included. This is found on U.S. Figure Skating Online.

B. INTERCOLLEGIATE FIGURE SKATING / CONFERENCE COMPETITIONS

Rules: The rules for intercollegiate figure skating competitions are governed by the U.S. Figure Skating Collegiate Program Committee. You will not find them in the rulebook. They are found on U.S. Figure Skating Online in the collegiate section, at this URL:

<http://www.usfsa.org/programs/collegiate/competitions.htm>

They are printed in the announcement for competitions.

Announcement: At the start of each season, the Collegiate Program Committee solidifies any rule changes from the previous season and publishes one common announcement and application for every intercollegiate figure skating competition, including the U.S. Intercollegiate Team Skating Championships.

This announcement / application is posted on U.S. Figure Skating Online at the URL above, and remains throughout the season. Competitors print it & mail it to the LOC Chair of the competition they wish to enter. The event schedule and contact information is also found at the above URL.

Overview of the competitive structure: The country is divided into three (3) conferences: Eastern, Midwestern, Pacific Coast. These conferences reflect the standard U.S. Figure Skating sections. Teams may compete only in competitions within their geographic conference. **Students may compete for only the university which they currently attend.** There are typically three

intercollegiate conference competitions held in each conference throughout the season, and athletes and teams earn points for their team by placing in the top five. At the end of the season, the top three teams in each conference will compete at the U.S. Intercollegiate Team Skating Championships in the spring.

Sometimes, there are only two intercollegiate conference competitions per academic year due to financial constraints or limited availability of ice and other resources. If this is the case, the rules follow as if there were three intercollegiate conference competitions. Skaters are still awarded the same amount of points, which are calculated and the top three teams still advance to the U.S. Intercollegiate Team Skating Championships.

General entry rules (see announcement for specific rules):

- There is no minimum number of skaters required to represent a college/university.
- Skaters **MUST** represent the college/university they attend.
 - This is different for synchronized skating—Individuals may skate for synchronized skating teams from different universities, but in the singles events, skaters MAY NOT skate for any university other than that which they attend.
 - Skaters from one team may practice, travel, lodge, and take lessons with skaters from another team, but when the skater’s name is announced at the competition, he or she will represent the college/university in which he or she is enrolled as a full-time student.
- All skaters must be full-time undergraduate or graduate students with a high school diploma or equivalent.
- Each college/university may have no more than 35 starts in each competition.
- Each college may have no more than 5 starts in a senior level event, or no more than 3 in any other event
- The rules for program length & content follow the U.S. Figure Skating rulebook as closely as possible, with exceptions noted in the announcement. The following events are offered:
 - ✓ Free Skate: Preliminary – senior
 - ✓ Short program: Intermediate – senior
 - ✓ Solo dance: Preliminary – senior
 - ✓ Team maneuver: Low; intermediate; high
 - ✓ Synchronized skating: Open Collegiate and Collegiate



MIAMI UNIVERSITY

Section 3

RESOURCES FOR COLLEGIATE SKATERS & TEAMS



MANAGING YOUR COLLEGIATE TEAM: SUGGESTIONS FOR SUCCESS

- **Communication**
 - As a team leader, it is very important that you communicate with your team and facilitate discussion among members
 - Make sure you have an updated contact sheet with everyone's information. Include:
 - Home phone number
 - Cell phone number
 - Address
 - E-mail
 - Events the skater wishes to compete (short program, free skate, dance, maneuvers, all of the above) and desired level for each event
 - Most recent tests skater has passed
- **Awareness**
 - Find out *where* intercollegiate competitions take place EARLY so you can make travel arrangements
 - Check U.S. Figure Skating Online frequently for competition announcements and news about collegiate skating
 - Make sure all your skaters know which dances are offered at each competition so they can prepare ahead of time
 - Also, read the competition announcement to find out if one or two dances will be skated
 - If you cannot find this information, contact the LOC of the competition and ask so your skaters are not surprised on the day of the competition
 - Always look for opportunities to increase funding/involvement
 - Listen to team members and try to help them
 - If members are having conflicts, do your best to resolve them fairly
 - Make sure no one feels left out—you will function better as a team and you will meet more success at competitions if you work well together on and off the ice
 - If something isn't working, change it!
- **Making Travel Arrangements**
 - Choose a responsible, organized individual to make travel arrangements, or make them yourself
 - Contact the LOC to find out which hotels have blocked rooms for the event
 - Certain hotels may offer group discounts, AAA discounts, or

- student discounts
 - Research several options of transportation to find the most cost-effective way to get your team to the competition
 - You don't always have to fly. Check with your college or university—you might be able to rent vans or buses that you can drive for FREE or a minimal cost
 - If you do fly, check multiple websites for ticket prices, and check prices leaving a day earlier/returning a day later. Ask if there is a STUDENT DISCOUNT price.
 - Make sure the team members pay whoever books the tickets if they do not buy their tickets individually.
 - Contact the other teams in your conference and inquire about their travel plans.
 - Teams may opt to travel together to get group rates on flights or to carpool
 - Another team may have found a cheap flight or hotel that you don't know about! Don't be afraid to use your resources.
- **Creating more competitive opportunities**
 - Sometimes schools require a minimum amount of competitive events for you to keep your status as a university club sport
 - If the two or three conference competitions are not enough to maintain your status, enter your team in local non-qualifying competitions
 - You can contact the LOC of the local non-qualifying event and ask if you can bring your team. They will be glad to have you!
 - Ask if you can set up a booth in the lobby. At your booth, have posters and information about your school's program. This will give you **exposure** and will make younger skaters and parents aware that **collegiate skating exists**.
 - Most local competitions will be very excited to see collegiate skaters at their events. It gives officials hope that club membership will be maintained and gives younger skaters something to look forward to.
 - Thus, **MAKE A GOOD IMPRESSION**, and be on your best behavior!
- **How to exist as the sole member of your school's team**
 - If you are the only one from your college or university participating in intercollegiate events, or if you have a small team, doing the work to maintain your status as a club sport may seem cumbersome—**BUT YOU CAN DO IT!**

- Complete tasks step-by-step
 - Contact friends at other universities if you are starting a program and have questions
 - Refer to the guides offered on U.S. Figure Skating Online
 - Plan ahead and find out about events. The nice thing about being on a large team is that if you are not in charge, everything will be done for you. The nice thing about being on a small team is that YOU are in control and can set up the program so that it suits your needs best!
- Be realistic
 - Realize that if you are on a very small team, you will be unlikely to advance to the U.S. Intercollegiate Team Skating Championships—but you can still have fun, meet new people, and continue to develop your own skating. Use the intercollegiate conference competitions to supplement your participation in non-qualifying competitions, regional championships or U.S. Collegiate Championships



COMMUNICATING WITH YOUR TEAM

As a coach, team manager, team officer or other representative of your intercollegiate or synchronized skating team, one of your primary responsibilities is communicating with and educating the athletes who are members of your organization. The most common disagreements between team management and athletes stem from miscommunication, and it is also one of the leading causes for skaters to leave a team.

Some of the responsibilities for communication and education by the management team, **including the coach**, include:

- Education on the structure of intercollegiate or synchronized skating and U.S. Figure Skating. Participants have a right to understand where their team fits into the big picture.
- Education on the competitive expectations of a team at their level. Participants have a right to understand what to expect at competitions.
- Education on the rules and judging of intercollegiate and/or synchronized skating.
- Clear communication of all the responsibilities and expectations that come with being a member of your team. This includes financial expectations.
- Clear communication of the consequences to athletes for not meeting these expectations and responsibilities.
- Information on how to learn more about the sport.



Section 4

Appendix



RESOURCE GUIDE

What	Description	How to get it
U.S. Figure Skating Rulebook	Find all rules governing synchronized team skating and the U.S. Collegiate Championships	<ul style="list-style-type: none"> ➤ Call U.S. Figure Skating Headquarters (HQ): 719.635.5200 ➤ Through you local club
U.S. Figure Skating Directory	Lists all contacts including HQ, committees, and officials. Locate judges in your area.	See Above – comes with your U.S. Figure Skating rulebook.
U.S. Figure Skating Online	Find the latest news & updates about synchronized team skating & collegiate skating <ul style="list-style-type: none"> • A list of schools with skating programs • College News • Collegiate Competition Results 	www.usfigureskating.org
Collegiate Club Membership Application	Application needed to register a club at a college or university	http://www.usfigureskating.org/Content/Collegiate%20Club%20Application.pdf
Intercollegiate Team Competition Entry Form	Form needed to register an intercollegiate team	http://surveys.usfigureskating.org/index.php?sid=99558&lang=en
Synchronized Skating Team Online Registration Form	Form needed to register a synchronized skating team	http://www.usfigureskating.org/content/synchroregform.pdf
Synchronized Skating Team Directory	A list of synchronized skating teams in the U.S. & their contact information.	http://www.usfigureskating.org/content/sys-directory.pdf
Intercollegiate Competition Announcement	Find all the rules for the season's intercollegiate team figure skating competitions and the common application	http://www.usfigureskating.org/content/IntercollegiateCompetitionsAnnouncementandRules.pdf

Starting & Managing a Successful Synchronized Skating Team	A booklet that will guide teams through the steps to managing and developing all aspects of a synchronized team skating program	http://www.usfigureskating.org/content/Starting%20&%20Managing%20a%20Team.pdf
Synchronized Skating Team Managers Manual	A guidebook compiled by team managers of top U.S. synchronized teams to help start and run a successful synchronized team.	<ul style="list-style-type: none"> ➤ Call HQ at 719.635.5200 ➤ Send an e-mail to the U.S. Figure Skating order dept., info@usfigureskating.org
U.S. Synchronized Skating Promotional Video & Collegiate Synchronized Skating Videos	A short video about synchronized team skating to be used for educational or recruiting purposes.	<ul style="list-style-type: none"> ➤ Call HQ at 719.635.5200 ➤ Send an e-mail to the order dept., info@usfigureskating.org
Sponsorship Information and Suggestions Packet	An informational packet put together by U.S. Figure Skating to assist teams and athletes in obtaining private and corporate sponsorship.	http://www.usfigureskating.org/Athletes.asp?id=325
Support letter for forming a collegiate synchronized team	A letter from the president describing the benefits of forming a collegiate synchronized team	info@usfigureskating.org
Intercollegiate Figure Skating Competitions Handbook	A guide to hosting a U.S. Figure Skating intercollegiate team figure skating competitions	http://www.usfigureskating.org/content/IntercollegiateHandbook.pdf