

**U.S. FIGURE SKATING AGREEMENT TO HOST  
2012 Midwestern Sectional Figure Skating Championships**

This Agreement to Host (the "Agreement") the 2012 Midwestern Sectional Figure Skating Championships (the "Championships") made this 9<sup>th</sup> day of May, by and between the United States Figure Skating Association, a Colorado non-profit corporation ("U.S. Figure Skating"), and the Fort Collins Figure Skating Club ("LOC"). In consideration of the mutual covenants contained in this Agreement, U.S. Figure Skating and LOC agree as follows:

A. U.S. Figure Skating is the national governing body of the sport of figure skating as recognized by the United States Olympic Committee (USOC) and has jurisdiction and authority over the sanctioning and regulation of eligible figure skating competitions in the United States.

B. LOC desires to host a U.S. Figure Skating-sanctioned, qualifying competition.

C. All commercial rights to the Championships and all rights relating to television, radio, internet, broadcasting, video recording, webcasting, internet hosting, and photographing of the Championships and all advertising and commercial sponsorship of figure skating teams and events of U.S. Figure Skating are the sole and exclusive property of U.S. Figure Skating, except as assigned to the LOC under this Agreement.

**I. THE CHAMPIONSHIPS**

a. The Championships are scheduled to be held Nov. 15-19, 2011, in Fort Collins, Colo. Any adjustment of dates must be first approved in writing by U.S. Figure Skating.

b. In August, 2010, ("Date of Bid"), the LOC submitted an application for organizing and hosting the Championships (the "Application to Bid"), attached as Appendix A. In November, 2010, U.S. Figure Skating provisionally awarded the Championships to the LOC.

c. This agreement is final and supersedes all previous agreements or understandings and is based on the general terms outlined in the Application to Bid. By that award and this Agreement, U.S. Figure Skating has delegated certain responsibilities and assigned certain rights regarding the planning and conduct of the Championships to the LOC as outlined in this Agreement and in the terms of the Application to Bid which are adopted and incorporated in this Agreement.

**II. U.S. FIGURE SKATING RESPONSIBILITIES**

**a. U.S. Figure Skating Grant Money to LOC**

Conditioned upon the LOC’s fulfillment of its responsibilities under this Agreement, U.S. Figure Skating will provide a competition grant to the LOC to assist it in the hosting of the Championships. The U.S. Figure Skating competition grant is \$27,000. U.S. Figure Skating will pay the grant in two installments as follows:

- i. 90% to be paid at initial payment (October 1, 2011)
- ii. 10% to be paid upon receipt and approval of the final financial, sponsor and event reports from the LOC as required under Paragraph VII below.

**b. U.S. Figure Skating Entry Fees**

Per U.S. Figure Skating Rules 1018 and 3218, U.S. Figure Skating’s Board of Directors will finalize the annual entry fee to the LOC. The LOC will receive entry fees based on the number of registered competitors, which is determined as of the close of entries, excluding the following:

- i. Competitors who elect not to compete under the “Four or Fewer rule” as outlined in the applicable Competition Rule.
- ii. Competitors receiving a bye based on international or open-type assignments as outlined in the applicable Competition Rule.
- iii. Competitors receiving a bye as outlined in the applicable Competition Rule.
- iv. Competitors entered in pairs and dance events at all levels (juvenile, intermediate, novice, junior and senior).

All entry administration fees will be retained by U.S. Figure Skating.

<b>Entry fees to LOC</b>	<b>Level/Discipline</b>
<b>\$150/entry</b>	Juvenile/Intermediate/Novice/Junior/Senior -- Singles
<b>\$150/entry</b>	Juvenile/Intermediate/Novice/Junior/Senior – Pairs & Dance

**c. Registration for the Championships**

U.S. Figure Skating will process all entries for the Championships. This includes the following:

- i. Processing of all entry fees.
- ii. Providing entry reports to the LOC Chair for the Championships, the Chief Referee, the Chief Accountant and the Chair of the Competitions Committee.

**d. Assignment of Competition Officials for the Championships**

U.S. Figure Skating shall assign the Chief Referee and other officials, including but not limited to, the following: judges, technical panel, accountants, technical accountants (system specialists), music officials and announce officials whose duties and responsibilities are outlined in the Competition Rules of the most recent edition of the U.S. Figure Skating Rulebook. The LOC is responsible for all assigned officials' expenses as outlined in the terms of the Bid Application and the U.S. Figure Skating Rulebook. Such expenses include, but are not limited to: transportation (airfare, checked bag, ground transportation to and from airport), lodging and meals. U.S. Figure Skating reserves the right to assign one staff member from headquarters to attend the event. The LOC shall be responsible for the U.S. Figure Skating assigned staff member's transportation (airfare, checked bag, ground transportation to and from airport), lodging and meals.

**e. U.S. Figure Skating Approval of Technical Aspects, Schedule and Arrangements of the Championships.**

The Chief Referee, whose duties and responsibilities are outlined in the Competition Rules of the most recent edition of the U.S. Figure Skating Rule Book, in conjunction with the U.S. Figure Skating Competitions Committee Chair and assigned U.S. Figure Skating staff, shall be responsible for the coordination and final approval of all technical aspects of the Championships. The final competition and practice schedules shall be subject to the approval of the Chief Referee with input from and in consultation with the LOC.

**f. U.S. Figure Skating Signage**

The LOC must provide U.S. Figure Skating with clean rink boards at the main arena and any secondary arena (if applicable) used for the Championships on which to affix the relevant event signage. Clean rinkboards are defined as rinkboards "clear of any existing signage or the ability to apply U.S. Figure Skating rinkboards over existing signage at no cost to U.S. Figure Skating or the LOC".

The LOC agrees and acknowledges that U.S. Figure Skating will solely determine whether the existing rink boards in the main and secondary arena (if applicable) will be covered to accommodate U.S. Figure Skating signage at the Championships.

The LOC is additionally required and responsible to hang U.S. Figure Skating signage (if supplied) for the duration of the Championships, the placement of which will be determined by U.S. Figure Skating. After the conclusion of the Championships, the LOC will return such signage to U.S. Figure Skating in the same condition, normal wear and tear notwithstanding.

U.S. Figure Skating will supply and pay for the costs associated with the production of signage to be placed in the main and secondary competition arenas for the Championships. Current signage, which is subject to change, is:

- i. (2) 30"x 132" U.S. Figure Skating vinyl banners
- ii. (2) 30"x 132" icenetwork.com vinyl banners
- iii. (2) 30"x 132" U.S. Figure Skating future event vinyl banners

U.S. Figure Skating will design and produce the event title board. The title board will be an expense of the LOC. The title board shall measure 30" x 264" and read "2012 Midwestern Sectional Figure Skating Championships." Shipping of all provided signage is an expense of the LOC.

The LOC agrees and acknowledges any damage to existing arena rink boards by hanging supplied signage is not the responsibility of U.S. Figure Skating and is the sole responsibility of the LOC or the arena being contracted. In addition, (i) any scrolling signs, matrix boards, LED signs and videoboards in the main and secondary arenas (if applicable) in camera-view of the broadcaster at the arenas will not be illuminated/operational during the Championships, and (ii) any back-lit signs in the main and secondary arenas (if applicable) in camera-view of the broadcaster will not be illuminated.

**g. U.S. Figure Skating Advertisements**

U.S. Figure Skating will supply to the LOC up to eight (8) pages of national sponsor advertising, promotional ads and/or editorial content regarding U.S. Figure Skating activities to be included in the Championships Event Program. The LOC shall be notified by U.S. Figure Skating of the final number of pages needed no later than September 1, 2011. In addition to the above advertising, an event welcome letter from the President (welcome letter to appear in the first four pages) of U.S. Figure Skating will be provided for inclusion in the Championships Event Program. These pages will be provided as high resolution PDF documents (or mutually agreed upon format) on a CD in both four-color and black and white versions. The design of these pages will be an expense of U.S. Figure Skating. The program production, ad placement and selection of ad version, color or black and white, is to be determined by and at the expense of the

LOC. The LOC will provide U.S. Figure Skating with written submission deadlines for event program artwork and editorial at least thirty (30) days prior to the deadline date.

**h. U.S. Figure Skating Vendor Concourse Booths**

U.S. Figure Skating reserves the right to place and determine the location for up to five (5) vendor booths on the concourse of the main event area at no cost to U.S. Figure Skating or the vendor. These vendors may include, but are not limited to, U.S. Figure Skating information, U.S. Figure Skating merchandise sales (no official event merchandise), U.S. Figure Skating national sponsor, competition DVD sales, etc. These booth spaces must include but not limited to access to power, internet, one (1) 8' table, two (2) chairs and have a minimum footprint of 10'x10'. U.S. Figure Skating will confirm the number of spaces needed for vendor booths by September 1, 2011.

**III. LOC RESPONSIBILITIES**

**a. Expenses of the Championships**

The LOC agrees to pay all expenses involved with organizing and conducting the Championships (unless otherwise specifically provided in this Agreement) including, but not limited to expenses, for the following:

Officials	Roundtrip airfare, lodging, meals, Officials dinner & Officials gifts (LOC discretion), local transportation (from airport to hotel and event shuttle)
Live Scoring	Internet connection to run live scoring, as outlined under <b>g. iii</b> (note that a WIRED connection is preferable)
Promotion	All costs incurred by advertisement/promotion/publicity of the Championships. *approval must be given for all press releases, ads, etc.
Skaters	Competitors' gifts and party (LOC discretion)
Merchandise	Event specific: merchandise/souvenirs/pins, etc.
Volunteers	All expenses associated
Music	Equipment, coordinators' expenses
Administrative	Competition forms, computer costs, etc.
Shipping	Awards (trophies and medals), signage, music kits (if requested), IJS equipment

**b. Compliance with U.S. Figure Skating Rules**

The LOC agrees it will comply with all applicable rules as outlined in the most recent edition of the U.S. Figure Skating Rulebook. The LOC also agrees to comply with any subsequent U.S. Figure Skating rule changes and policies affecting the Championships. If additional expenses are incurred by the LOC as a result of changes in applicable Rules and/or U.S. Figure Skating policies governing the Championships that went into effect after the Championships were awarded, U.S. Figure Skating at its sole discretion may direct that the change be implemented, provided that U.S. Figure Skating shall be solely responsible for all additional costs directly resulting from any such rule and/or change.

**c. Staffing/Scheduling of the Event**

The LOC shall appoint a local Chair of the Championships who shall be responsible for coordinating the activities of the LOC with the efforts of the Chief Referee, the U.S. Figure Skating Competitions Coordinator and all assigned personnel of the Championships. All venues identified in the Bid Application will be scheduled at the discretion of the Chief Referee. The local Chair is also responsible for communication of all information required under this Agreement with U.S. Figure Skating.

**d. Official Announcement**

The LOC is responsible to adhere to the requirements provided by U.S. Figure Skating in the creation of its competition official announcement. The LOC is required to submit their completed local portion of the announcement to U.S. Figure Skating for approval no later than June 10, 2011. The final approved announcement must be posted by July 15 per the U.S Figure Skating Rulebook.

**e. Registration Software/Systems**

The LOC is required to use U.S. Figure Skating's registration system and forms for the management of the Championships. U.S. Figure Skating does not authorize the LOC to use any third party event registration software or systems in association with the registration, practice ice management or event reporting for the Championships.

**f. Competition Web Page**

The LOC is responsible for developing a web page that is dedicated to the Championships and should cover those topic areas outlined in the Competition Web Page document of the "How to Guide." The web page must be submitted to U.S. Figure Skating for approval prior to being made public. U.S. Figure Skating requires a minimum of ten (10) business days for approval process. Once approved, any subsequent changes must also be approved by U.S. Figure Skating. The competition web page may be part of the club web site (preferred) or an entirely new web site. The competition web page will serve as a pre-event source for information about the Championships; however, official results may only be posted by U.S. Figure Skating. The competition website will have a direct link to [icnetwork.com](http://icnetwork.com) for official results (results

should not be posted on the event website; icenetwork.com is the only authorized results provider).

**g. Arena Contracts**

- i. Based on the requirements outlined in the bid application and this Agreement, and subject to prior approval of U.S. Figure Skating, which approval shall not be unreasonably withheld, the LOC shall arrange and execute the rental agreement with the main arena venue, and shall arrange for rental agreements with all other necessary arenas as practice and/or competition facilities. A list of estimated arena expenses should be included in the rental agreement(s). U.S. Figure Skating shall have ten (10) business days after receipt of such proposed arena rental agreement(s) to approve or not approve the proposed agreement(s).
- ii. If the LOC desires to change the existing arena agreement or the location of any competition or practice venue, it must be communicated to and approved by U.S. Figure Skating prior to any final decision being made by the LOC to change the arena agreement or the location of any competition or practice venue.
- iii. The arena/LOC shall arrange for a dedicated high speed internet (DSL, Cable or T1) line to accommodate the Live Scoring needs; detailed in attachment B. In addition, the assigned accountants will require a secure wireless high speed internet connection. This wireless high speed internet connection should also be available throughout the competition arena for use by LOC, U.S. Figure Skating Staff and select media.

**h. Hotel Contracts**

The LOC shall arrange for and execute the contract with the official hotel and shall arrange for contracts with all other necessary hotels, subject to prior approval of all such contracts by U.S. Figure Skating, which approval shall not be unreasonably withheld. The hotel contracts must include confirmation of dates, numbers of rooms, rates, rebates or commissions and meeting space as well as any additional necessary expenses to host the Championships. U.S. Figure Skating shall have ten (10) business days after receipt of such proposed hotel contracts to approve or not approve them. The LOC agrees to first contact any U.S. Figure Skating hotel sponsor to serve as the official hotel of the Championships whenever possible.

#### **IV. COMMERCIAL RIGHTS**

U.S. Figure Skating owns all commercial rights to the Championships and such rights shall be the sole property of U.S. Figure Skating, except as assigned to the LOC under this Agreement.

##### **a. Media Rights**

U.S. Figure Skating owns all rights for any media in any form for the Championships, including but not limited to television, radio, internet, broadcasting, video recording, webcasting, internet hosting, and photography. Any footage recorded may not be broadcast or webcast without prior written approval of U.S. Figure Skating and is subject to the terms and conditions set forth by U.S. Figure Skating.

##### **b. Videographer**

U.S. Figure Skating shall retain the exclusive right to hire, contract, and provide video production services for the Championships. U.S. Figure Skating shall retain all video production rights, in any form, for all U.S. Figure Skating sanctioned events. In its sole discretion, U.S. Figure Skating will contract with and assign a video production vendor to provide video production services for the 2012 Championships. The LOC is responsible to provide at the LOC's expense all reasonable video production needs (including by way of illustration, but in no way limited to clean electric power, sufficient television quality lighting, camera platforms in preferred locations, camera sight lines clear of any obstructions, access to clean audio feed from house system, cabling access, prime arena concourse location access for DVD sales), as outlined by U.S. Figure Skating, throughout the duration of the competition. No recorded media in any format now known or unknown may be broadcast, copied, streamed, or distributed without prior written approval and subject to the terms and conditions set forth by U.S. Figure Skating. U.S. Figure Skating, as the owner of all media rights for the Championships, will remit to the LOC, a share of the video sales royalty based on actual competitors in the competition. The video sales revenue royalty will be calculated and paid to the LOC at the time of the second installment of the U.S. Figure Skating competition grant.

<b>Event</b>	<b>Video Royalty/competitor</b>
Sectional Championships	\$5.50/competitor



**c. Photographer**

U.S. Figure Skating retains the right to contract with and assign the official photographer to the Championships. The LOC also has the right to select an LOC photographer for the Championships; provided, the LOC photographer and the LOC agree that any photographs taken by the LOC photographer are the joint property of the LOC and U.S. Figure Skating and may be used solely for internal file and reference purposes by the LOC and may not be re-sold or used for any commercial purposes without the express prior written permission of U.S. Figure Skating. The LOC agrees to provide U.S. Figure Skating with a complete set of digital images including all award podium images of the Championships produced by the LOC photographer at no cost within sixty (60) days after completion of the Championships.

**d. Merchandise**

U.S. Figure Skating retains the right to sell U.S. Figure Skating branded merchandise at the Championships. The LOC retains the right to sell event specific merchandise at the Championships, subject to U.S. Figure Skating approval which will not be unreasonably withheld.

**e. Event Name/Logo/Service Marks/Trademarks (the “Marks”)**

U.S. Figure Skating owns all commercial rights to the Marks and the LOC may not assign any rights to use U.S. Figure Skating Marks without the prior written approval of U.S. Figure Skating.

- i. The U.S. Figure Skating logo must be an integral part of the Championships’ logo design.
- ii. The logo may “personalize” the Championships by adding elements specific to the location of the Championships, but the U.S. Figure Skating logo must still be an integral part of the logo design.
- iii. The logo for the Championships may use the two-color version of the U.S. Figure Skating logo (blue/red) or a one-color version (blue or red or black/white).
- iv. All “Marks” concepts, design and use must be approved in advance by the U.S. Figure Skating Marketing and Communications Department.
- v. No third-party logos, company names or trademarks may be incorporated into the Championships’ logo design.

**f. LOC Sponsorship Rights**

Notwithstanding the sponsorship rights of U.S. Figure Skating as set forth in this Agreement, the LOC has the right to solicit local sponsors for the Championships in order to offset its expenses for staging the Championships, subject to U.S. Figure Skating approval and the following conditions:

- i. No local sponsor may be in competition or conflict with U.S. Figure Skating national sponsors or suppliers, unless such local sponsor is pre-approved in writing by U.S. Figure Skating.
- ii. Any local sponsor may only be recognized as a “local sponsor” of the Championships and not as a sponsor of U.S. Figure Skating.
- iii. The placement of any in-arena signage for local sponsors must be approved by U.S. Figure Skating in advance to avoid any potential sponsor or broadcast conflicts.

**g. Official Press Release**

Prior to the Championships, the LOC will designate a media/public relations contact and provide their name and information to U.S. Figure Skating’s Director of Communications and/or Manager of Media Relations. The LOC has the right to create press releases announcing the hosting of the Championships as well as any special events or news items leading up to the Championships. However, all press releases must be submitted to U.S. Figure Skating for approval a minimum of five (5) business days prior to distribution to any media outlets.

**V. ADVERTISING/PROMOTION**

The LOC shall provide for all promotion and publicity for the Championships (using the official title of the Championships as defined above), including, without limitation, all advertising and marketing of the event. The LOC agrees to include the phrase “Sanctioned by U.S. Figure Skating” along with the approved Championships logo on all promotional materials produced for the event. U.S. Figure Skating retains rights of prior approval (which approval shall not be unreasonably withheld) for all such promotion and publicity efforts, and shall respond in writing to LOC promotion and publicity proposals within ten (10) business days of confirmation of receipt; failure to respond in writing within ten (10) business days shall be deemed an approval by U.S. Figure Skating. The LOC agrees to work with U.S. Figure Skating’s Marketing and Communications Department for the production of media kits, media conferences, media releases, generation of local radio and television news coverage, and public service announcements.

## **VI. SECURITY AND MEDICAL SERVICES**

### **a. Security**

The LOC with oversight by U.S. Figure Skating's Competition Coordinator is required to follow the security guidelines as set forth by the host arena and is strongly recommended to implement further security measures following the U.S. Figure Skating Event Security Policy and Guidelines. (See attached Appendix C.) Implementation of security is the responsibility of the LOC and is a cost of the LOC.

### **b. Medical**

The LOC is required to provide a medical operation plan that includes licensed medical personnel and medical services at the Championships. This medical plan must be in accordance with the Guidelines for Medical Services provided by U.S. Figure Skating and is subject to approval by U.S. Figure Skating. (See attached Appendix D.) Implementation of the medical plan is the responsibility of the LOC and is a cost of the LOC.

## **VII. POST-EVENT SUMMARY REPORTS**

### **a. Final Financial Report**

The LOC shall submit a detailed financial analysis including, but not limited to, a sponsorship report, itemizing cash, VIK and any other contributions, final hotel pick-up and rebate/commission report within ninety (90) days following the conclusion of the Championships to the Competitions Coordinator at U.S. Figure Skating Headquarters. (See attached Appendix E.) The final financial report is subject to review and acceptance by U.S. Figure Skating and U.S. Figure Skating reserves the right to review the LOC's financial records, including any applicable income tax return, and other records pertaining to the financial report. This report shall be certified by a financial officer or treasurer of the LOC stating that this is a true and correct copy of the financials of the Championships.

### **b. Event Summary Report**

The LOC Chair is required to submit a detailed event summary report within ninety (90) days following the conclusion of the Championships. This report should include but is not limited to the daily run of the Championships on and off-site, the LOC's working relationship with U.S. Figure Skating, ongoing communication and dissemination of information with U.S. Figure Skating leading up to the Championships, and any other pertinent information relating to the administration of the Championships.

## **VIII. GENERAL TERMS**

**a.** All disputes between the parties involving the technical organization and conduct of the Championships and related events which are not resolved by the parties in a timely fashion shall be submitted by the parties for final resolution by decision of the Chair of the Competition Committee of U.S. Figure Skating, whose decision shall be final and binding upon the parties. Any other disputes between the parties, including disputes involving the terms of this Agreement not related to the technical organization and conduct of the Championships, disputes involving financial arrangements between the parties, and disputes involving liability of the parties, shall be arbitrated in accordance with the Commercial Rules of Arbitration of the American Arbitration Association, whose decision shall be final and binding upon the parties.

**b.** This Agreement shall be binding and shall inure to the benefit of the parties to this Agreement, their respective successors and authorized assigns.

**c.** This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado.

**d.** The captions given for the sections of this Agreement are given for purposes of convenience only and shall not operate or be construed to limit any of the substantive terms of this Agreement.

**e.** This Agreement contains the entire understanding of the parties relating to the Championships and this Agreement may not be modified or supplemented except in writing signed by both parties.

**f.** No member, trustee, officer, director, agent, representative or volunteer of either U.S. Figure Skating or the LOC shall be personally liable by reason of representations, warranties, covenants, agreements or obligations of U.S. Figure Skating or the LOC under this Agreement.

**g.** The parties will at all times be independent contractors with respect to each other, and this Agreement will not constitute either as the agent, partner, or legal representative of the other for any purpose whatsoever.

**h.** The LOC is required to purchase any additional liability insurance to the extent it is required by the lease agreement with the event arenas. The LOC shall also be responsible for obtaining and paying the premiums for such additional premises liability and other incidental insurance policies and endorsements as may be required pursuant to contracts with third-parties other than required by the arenas and entered into by the LOC relating to the conduct of the Championships. U.S. Figure Skating shall be named as an additional insured under all such policies. The LOC may also, at its option, obtain Directors and Officers liability insurance coverage and event cancellation or similar insurance coverage. The LOC shall provide U.S. Figure Skating with copies of such additional insurance policies or certificates of insurance evidencing such insurance and shall not amend or terminate any such policies without at least

thirty (30) days written notice to U.S. Figure Skating . The cost of such additional insurance shall be an “Expense of the Championships.”

**i.** To the extent of insured claims, U.S. Figure Skating shall defend, protect, indemnify, and hold harmless the LOC and its members, trustees, officers, agents, representatives, sub-contractors, and volunteers from and against liability to third parties arising out of contracts, acts or omissions of U.S. Figure Skating , its servants, agents, contractors, employees, and officers and U.S. Figure Skating specific volunteers in connection with the organization and production of the Championships, or arising from the negligence on the part of U.S. Figure Skating and its servants, agents, employees and officers.

To the extent of insured claims, the LOC shall defend, protect, indemnify, and hold harmless U.S. Figure Skating and its staff, members, directors, officers, agents, representatives, sub-contractors, and volunteers from and against liability to third parties arising out of contracts, acts or omissions of the LOC and its servants, agents, contractors, employees, officers and LOC specific volunteers in connection with the organization and production of the Championships, or arising from the negligence on the part of the LOC and its servants, agents, employees, and officers. An indemnitor will not be obligated to pay from its own funds any claim that is satisfied by proceeds from insurance coverage provided under terms of this Agreement.

## **IX. Assignment**

The LOC may not transfer, assign, subcontract or sublicense (in whole or in part) any of its rights or obligations under this Agreement without the express written consent of U.S. Figure Skating , which consent will be in the sole discretion of U.S. Figure Skating .

## **X. Force Majeure**

Neither party shall be liable for failure to comply with any of the terms and conditions of this Agreement when such failure to comply has been caused by fire, labor dispute, strike, war, insurrection, acts of terrorism, government restrictions, natural disasters, weather, acts of God or other circumstances beyond the reasonable control of the parties (a “force majeure event”). The party affected by such force majeure event will give prompt written notice to the other party of such force majeure event, and will take whatever steps are reasonably necessary under the circumstances to attempt to relieve the effect of such force majeure event.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date set forth in the first paragraph of this Agreement.

ACCEPTED AND AGREED TO:

**UNITED STATES FIGURE SKATING ASSOCIATION**

**By** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**David Raith**  
**Executive Director**

U.S. Figure Skating  
20 First Street  
Colorado Springs, CO 80906  
T: 719-635-5200  
F: 719-635-9548

**LOCAL ORGANIZING COMMITTEE: President and Secretary MUST SIGN**

**By** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Name**  
**Title CLUB PRESIDENT**

Address:

T:  
F:

**By** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Name**  
**Title CLUB SECRETARY**

Address:

T:  
F:



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**APPLICATION FOR ORGANIZING AND HOSTING  
THE 2012 SECTIONAL FIGURE SKATING CHAMPIONSHIPS**

**CLUB/ORGANIZATION INFORMATION**

Name of Applicant Club(s) \_\_\_\_\_

Address: \_\_\_\_\_

Please list the major competitions hosted by applicant club(s) or inter-club association in the last five years (international, nonqualifying and qualifying competitions only).

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

If awarded, will this competition be totally managed by the host club(s)? [ ] YES [ ] NO

If not, list below the organization that will assist the host club(s).

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

What type of organization is this? \_\_\_\_\_

How long has the organization been in existence? \_\_\_\_\_

How will the organization support this event? \_\_\_\_\_

**This application was prepared by:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Club or Organizational Affiliation: \_\_\_\_\_

- ◆ *This application meets with the approval of the Board of Directors of the Applicant Club(s) or Inter-Club Association and Applicant is willing to submit further information if requested.*





**APPLICATION FOR ORGANIZING AND HOSTING  
THE 2012 SECTIONAL FIGURE SKATING CHAMPIONSHIPS**

**HOST CITY INFORMATION**

Proposed Dates of Competition: \_\_\_\_\_

Name of City: \_\_\_\_\_

Average Temperature for month of event (high & low): \_\_\_\_\_

Average Precipitation for month of event: \_\_\_\_\_

Altitude: \_\_\_\_\_

Daily Newspapers: \_\_\_\_\_

\_\_\_\_\_

List any major activities or events scheduled to take place in the host city during the same time period as the sectional championships:

a) \_\_\_\_\_

b) \_\_\_\_\_

List community and volunteer resources proposed to help host/promote the sectional championships:

a) \_\_\_\_\_

b) \_\_\_\_\_



**APPLICATION FOR ORGANIZING AND HOSTING  
THE 2012 SECTIONAL FIGURE SKATING CHAMPIONSHIPS**

**VENUE INFORMATION**

**A. EVENTS ARENAS**

<b>Item Description</b>	<b>Competition Arena</b>
Name	
Address	
Contact Name	
Telephone number/Email Address	
Facility Rental Cost/Cost Ice Per Hour	
# of Ice Surfaces Main Competition Surface/Secondary Competition Surface	
Ice surface size	
Seating capacity (both surfaces)	Main Competition Venue: Secondary Venue:
Type of internet connection in arena	
# of Zambonis	
Can dasherboard advertising be covered?	
# of dressing rooms	
# of function rooms available	
Does the arena have a Video Board, Video Wall/Jumbotron or Lobby TV/Screen?	
Is an existing medical/training room available for use during the event?	
Distance to hospital/emergency room?	
Is arena club/restaurant available?	
Can food/beverages be brought in?	
Is there paid parking? If so, what is the # of comp. parking spaces available for event staff	
Are merchandise sales allowed that meet U.S. Figure Skating agreement specifications?	



**APPLICATION FOR ORGANIZING AND HOSTING  
THE 2012 SECTIONAL FIGURE SKATING CHAMPIONSHIPS**

Item Description	Practice Events Arena
Name	
Address	
Contact Name	
Telephone number / Email Address	
Facility Rental Cost/Cost Ice Per Hour	
# of Ice Surfaces	
Ice surface size	
Seating capacity	
# of dressing rooms available	
Is an existing medical/training room available to use during the event?	
Can food/beverages be brought in?	

**C. ADDITIONAL ISSUES** (Please provide additional sheets as needed to cover topics below)

1. Is there sufficient space at the main events arena for the referees, judges, technical panel, announcers, accountants, music personnel, etc. to be seated rinkside with clear viewing lanes to all areas of the competition ice surface?
2. Does the main event arena have any permanent advertising that cannot be removed or draped? U.S. Figure Skating has the right to request that the main competition venue have clean boards for these sectional championships.
3. Please attach arena diagrams showing ice entrances/exits, zamboni entrance, etc.
4. Will U.S. Figure Skating merchandise be able to be sold in the competition arena at no cost to U.S. Figure Skating?
5. Will the main events arena/LOC be able to provide U.S. Figure Skating and designated national sponsors booth space as outlined in the Agreement to Host?
6. The previous questions summarize some of the requirements the Main Venue will need to meet or provide. Does the Main Venue agree to meet the above requirements if awarded the bid for the Sectional Figure Skating Championships?

[ ] YES [ ] NO

\_\_\_\_\_

Venue General Manager/date

7. Please attach a sample copy of preliminary arena/venue contracts.



**APPLICATION FOR ORGANIZING AND HOSTING  
THE 2012 SECTIONAL FIGURE SKATING CHAMPIONSHIPS**

**HOTEL INFORMATION**

<b>Item Description</b>	<b>Official Hotel</b>	<b>Secondary Hotel</b>	<b>Tertiary Hotel</b>
Hotel Name			
Address			
Contact Name Telephone Number Email Address			
# of rooms available			
# of complimentary rooms			
# of doubles in block			
Proposed rate(s)			
Are rates guaranteed?			
# available meeting rooms			
Guest parking available? Cost?			
# of restaurants			
Type of menus/Price Range			
Hours of operation			
24 hour room service?			

**ADDITIONAL ISSUES:**

1. Discuss with the sales manager the challenge with lower advertised internet rates and that our group rates need to be lower than these internet rates to promote booking through the room block.
2. Please provide an area map showing venue locations, hotels and nearby restaurants.
3. Please include a listing of available additional hotels (if the official hotels do not provide a sufficient number of rooms).
4. Will host hotel provide all meeting space at no cost if it is needed for event functions?
5. Please attach a copy of the official hotel(s) contract.



**APPLICATION FOR ORGANIZING AND HOSTING  
THE 2012 SECTIONAL FIGURE SKATING CHAMPIONSHIPS**

**TRANSPORTATION INFORMATION**

Name of nearest airport	
Major airlines serving area	
Distance to proposed hotels from airport	
Is transportation available from airport to hotels? If so, what is the cost?	
Will complimentary transportation be provided for arrival and departure of Official Delegation, other officials, etc.?	
Distance to competition arena from airport?	
Distance to competition arena from hotels?	
Will a shuttle system be provided between the hotels and venues?	
Is there a potential traffic problem getting between the venues and hotels?	

**GENERAL INFORMATION**

**A. ADDITIONAL ATTACHMENTS**

1. Please present the reasons why the Sectional Figure Skating Championships should be organized by the applicant club(s) and listed organization(s) at the facilities proposed.
2. Please attach a proposed LOC organizational chart including, if planned, outside organization involvement.
3. Please attach the resume(s) of the proposed Chair(s).

**B. FINANCES**

4. Please complete the enclosed "Preliminary Budget Form".

**C. OTHER**

5. If selected, the host/organizers must sign an Agreement to Host between the host/organizers and U.S. Figure Skating.

Email applications to: [pcrowely@usfigureskating.org](mailto:pcrowely@usfigureskating.org)



APPLICATION FOR ORGANIZING AND HOSTING  
THE 2012 SECTIONAL FIGURE SKATING CHAMPIONSHIPS

**Sectional Figure Skating Championships**  
**Preliminary Budget Worksheet**

**INCOME:**

U.S. Figure Skating Grant	_____
Entry Fees	_____
Admissions:	
All-Event Ticket Packages	_____
Single Day Ticket Sales	_____
Practice Ice Fees	_____
Hotel Commissions	_____
Vendor Fees/Commissions	_____
Program Sales (Net)	_____
Program Advertising	_____
Merchandise/Souvenir Sales (Net)	_____
Sponsors (please detail):	
Cash	_____
Concessions	_____
Competitor's Party	_____
Additional Coach/Chaperone Credentials	_____
Miscellaneous Income (please detail)	_____
<b>TOTAL INCOME</b>	_____



**APPLICATION FOR ORGANIZING AND HOSTING  
THE 2012 SECTIONAL FIGURE SKATING CHAMPIONSHIPS**

**EXPENSES:**

Officials:

Travel \_\_\_\_\_  
Lodging \_\_\_\_\_  
Meals \_\_\_\_\_  
Gifts \_\_\_\_\_

Facilities Costs (including rental & labor):

Competition Arena \_\_\_\_\_  
Practice Rinks \_\_\_\_\_  
Carpentry (judges' stand) \_\_\_\_\_  
Dressing of Arena \_\_\_\_\_  
Signage \_\_\_\_\_

Shipping Costs

IJS Equipment \_\_\_\_\_  
Trophies and Medals \_\_\_\_\_  
Miscellaneous \_\_\_\_\_

Printing/Postage Costs:

Marketing/Promotional Materials \_\_\_\_\_  
Program/Scorebook \_\_\_\_\_  
Tickets \_\_\_\_\_  
Postage \_\_\_\_\_

Accreditation/Registration

Credentials \_\_\_\_\_

Technical:

Computers \_\_\_\_\_  
Copier/Fax Equipment \_\_\_\_\_  
Communications Equipment \_\_\_\_\_  
Furniture Rental \_\_\_\_\_  
Power/Phone/Internet Lines \_\_\_\_\_  
Office Supplies \_\_\_\_\_  
Miscellaneous \_\_\_\_\_

Marketing:

Advertising/PR/Promotions \_\_\_\_\_  
Creative/Logo Development \_\_\_\_\_  
Web Site/Internet \_\_\_\_\_

Hospitality:

Arenas \_\_\_\_\_  
Hotels \_\_\_\_\_

Special Events:

Official's Dinner \_\_\_\_\_  
Competitor's Party \_\_\_\_\_

Gifts:

Competitors' Gifts \_\_\_\_\_



**APPLICATION FOR ORGANIZING AND HOSTING  
THE 2012 SECTIONAL FIGURE SKATING CHAMPIONSHIPS**

Local Transportation:	
Automobiles	_____
Shuttles	_____
Medical:	
Personnel	_____
Supplies	_____
Volunteers:	
Uniforms	_____
Miscellaneous	_____
Awards:	
Trophies and Medals	_____
Flowers/Gifts	_____
Miscellaneous (please detail)	_____
<b>TOTAL EXPENSES</b>	_____
<b>NET REVENUE (REVENUE LESS EXPENSES)</b>	_____
<b>PROPOSED DISTRIBUTION OF NET REVENUE</b>	
HOST CLUB (S)	_____
OTHER HOST ORGANIZATIONS	_____



## Appendix B

### Live Scoring Connection Specifications

**Broadband** - Bandwidth level can be DSL, Cable, or T1.

**Physical Location**- A cat5e (or better) cable should be run to the technical panel side of the judges stand with a standard RJ-45 connector.

**Dedicated for the scoring system**- Should only be used by the live scoring system to ensure reliability and security.

**Automatic network addressing (DHCP)**- The connection should give out all needed network addressing parameters to our equipment (router).

**Unrestricted**- The connection should not require a login, should not time out after a period of idle use, and should not perform any filtering.

### Alternative options

If the above specs are not all viable, then the following alternatives may work:

**Cable run**- If the facility is unable to run cabling directly to the stand but there is an internet port nearby, U.S. Figure Skating can provide enough cabling to connect up to 300' away. In this situation, the facility would need to work with the system specialist to run the cable in the safest and most practical manner.

**Single Public Network**- If the facility only has one shared public network and has no means to provide a separate dedicated connection exclusive to the live scoring system, the public network can be used however, if there are reliability issues with that network then the facility may be asked to restrict the public network for the live scoring system's use for the duration of the competition.

**Wireless**- If a wireless connection is the only option, this can be utilized but only as a last resort. Due to both security and reliability, a wired connection is much preferred.

### Testing and IT/ISP support

The facility will need to ensure that the connection is working properly. This will be particularly important if they have a line installed or an out of the ordinary setup. The facility will not be responsible for making the live scoring system itself work nor the rink side network setup. They just need to ensure that the internet connection itself is working.

The facility should provide an ISP support contact for the system specialist to troubleshoot any internet service problems that may occur. This can either be an onsite IT staff person if one exists or a support phone number for the facility's ISP. The support person(s) will not be required to troubleshoot any issues with the live scoring system setup, only issues with the internet connection itself. This contact should be available on the weekend.

### Accounting Room Internet Needs

It is important to understand that the live scoring internet requirements are distinct from the accounting room internet requirements. The accounting room can generally use whatever public wired or wireless network exists at the rink with no special restrictions. However, the LOC should be in contact with the Chief Accountant regarding any accounting requirements.



# Event Security Policy & Guidelines

For Qualifying Competitions



**U.S. FIGURE  
SKATING**  
*Event Security Policy & Guidelines*

This document is intended to provide local organizing committees (LOC) with important background information in establishing a local event security plan to support the overall flow and safety of the event while complying with established U.S. Figure Skating policies and procedures for all competitions.

It is the responsibility of U.S. Figure Skating and the LOC to review and take all measures possible for the safety and security of U.S. athletes, coaches, U.S. Figure Skating officials, volunteers, employees and spectators participating in each event.

With the U.S. Figure Skating qualifying competitions, the LOC has the primary responsibility for the implementation of event security with input and guidance provided by U.S. Figure Skating.. It is required that the LOC also follow the established security guidelines/policies of the host arena(s) along with these guidelines to enhance the quality and effectiveness of the security and safety of the event. It is also the responsibility of the LOC to recognize any unique security issues in regards to the arena/hotel and the local community and to inform U.S. Figure Skating of any concerns as they relate to the overall flow and security of the competition.

As a result of these guidelines it is strongly recommended that the LOC appoint a Director of Security/Security Chair who, as part of the LOC management team, will be in charge of all phases of the security plan preparation and implementation. This person will coordinate with all involved agencies, organizations, and groups. The LOC will communicate the identity of the LOC security contact to U.S. Figure Skating and work with the arena and U.S. Figure Skating to ensure that an adequate security plan is in place.

---

## **U.S. FIGURE SKATING EVENT CREDENTIALING SYSTEM**

### **POLICY**

U.S. Figure Skating requires the LOC to use a credentialing system to distinguish between the official delegation, competitors, coaches, arena staff, volunteers, and general public. If the LOC does not have a credential system in place, U.S. Figure Skating can provide resources for this to be established for your event.

In an effort to address security issues for U.S. Figure Skating events for the purpose of allowing skaters to perform without distraction, the following guidelines are recommended for the credentialing system:

Credentials must be labeled with names and official titles for all individuals involved with your competition. The title listed will determine where they can and cannot go within the arena based on the established access zones. Please note: chaperones are NOT permitted in locker rooms.

Title Examples: Competitor, Coach, Official, Vendor, Media, Volunteer, Medical, U.S. Figure Skating, etc...



**U.S. FIGURE  
SKATING**  
*Event Security Policy & Guidelines*

- Any coach who is receiving a credential at a U.S. Figure Skating Qualifying Competition **MUST** meet the following criteria:
  - Current member of both U.S. Figure Skating and the Professional Skater's Association (PSA).
  - Be CER Category A compliant
  - Complete the Coach Registration mandated by U.S. Figure Skating
  - The coach **MUST** present photo identification to receive a credential. If the coach does not appear on the pre-approved list, the coach will need to show proof of each requirement.
  - The Local Organizing Committee will receive a list from U.S. Figure Skating specifying those coaches who qualify to receive a credential.
- It is strongly recommended that one designated person from the LOC work with a representative from U.S. Figure Skating who is responsible for the credentialing system both in advance and on site to ensure that the approved policies are understood, communicated and enforced.
- Each credentialed person must provide an authorized photo or picture identification (passport, drivers license, military ID, government issued ID), at check-in or be accompanied by parent/coach/chaperone with proper ID.
- All competitors must turn in their music (for all programs) at registration prior to being issued a credential.
- All competitors must have submitted a full completed planned program element sheet for all events in advance as part of the event registration or must complete onsite prior to being issued a credential.

---

## **SECURITY AT VENUES**

In developing security plans for the event, it is recommended that the LOC meet with arena and hotel staff to fully explain all needs and any concerns of the event. Additionally the LOC must provide details regarding the system they expect to use at their venue and indicate the following specifics:

- How will security at each venue be managed?
  - 1) Volunteers
  - 2) Arena personnel/security
- Develop, in the initial stages, a security access plan for each venue. The main focus must be on credential access to ensure that no one is in an area where they are not allowed.

---

## **FACILITY**

U.S. Figure Skating advises the LOC to set up a meeting with facility management to discuss the scope of coverage and unique nature of this competition. The LOC should provide an overview of how they envision the event will be run, from both the arena and LOC vantage points. Issues demanding primary attention include first and foremost, the age range of the competitors, followed in no particular order of importance by scheduling, event logistics, in-arena security (equipment overnight), official and practice ice coverage and maintenance, and other unique needs you feel need to be identified.

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## **OUTSIDE THE VENUE**

Dedicated parking should be made available for medical staff and ambulance as well as event officials, local organizing and U.S. Figure Skating staff.

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## **ACCESS TO THE VENUE**

A separate entrance or a split main entrance creating two entrances (one for credentials and one for ticketed patrons) is recommended if it is feasible at the facility. If applicable, the competitors will have the choice to either use the skater's entrance or the main entrance.

Well placed and easy to read signage throughout the main competition venue indicating credentialed access to specific areas, event policies (videotaping) must be displayed and can be provided by U.S. Figure Skating for a nominal fee.

---

## **REQUIREMENT FOR ADMISSION TO VENUES**

It is recommended that identifiable volunteers/security personnel are visible at all spectator entrances and the entrance for credentialed people to check for credentials.

It is within the discretion of the LOC/arena whether flowers and stuffed animals will be permitted into the venues or if these may only be purchased from vendors inside the arena.

The only items permitted to be thrown onto the ice must be obtained from inside the venue (must be of a soft quality).

---

## **OFFICIAL HOTEL SECURITY**

The LOC must include in its overall security plan security at the official hotel. The following specifics need to be included:

- Identify a security/emergency contact at the hotel and a designated individual of the LOC who will be the main hotel contact.
- LOC will work with the hotel to ensure that they understand the complexity of our event. This refers particularly to the age range, from minor to adults, of the competitors, competition dates and times, actual number sleeping at their residence, hotel and figure skating policies, any unique needs, etc. U.S. Figure Skating recommends that all entry points into the hotel are locked after a pre-determined time in the evening to ensure safety of our young competitors.

---

## **CRISIS MANAGEMENT**

### **U.S. FIGURE SKATING QUALIFYING COMPETITIONS**

1. Crisis Management Team – Group designated to address extraordinary activities that require action by U.S. Figure Skating and the LOC.
  - a. LOC Competition Chair
  - b. LOC Host Organization President

(At least 1 of above need to be included)

  - c. LOC Director of Security
  - d. U.S. Figure Skating Competitions Coordinator\*\*\*
  - e. U.S. Figure Skating Competitions Committee Chair
  - f. Chief Referee
  - g. Arena Management Representative
2. In case of extreme emergency, the U.S. Figure Skating event point of contact will report back to:
  3. U.S. Figure Skating President
  4. U.S. Figure Skating Executive Director
  5. U.S. Figure Skating Senior Director of Events

\*\*\*The U.S. Figure Skating Competition Coordinator is the LOC primary point of contact for all qualifying competitions. If not onsite, the U.S. Figure Skating Competitions Coordinator must be immediately contacted and consulted prior to any final decisions.

## **MEDIA RELATIONS**

All qualifying competitions are sanctioned by and under the jurisdiction of U.S. Figure Skating. In any matters concerning public statements or information being disseminated, it is the responsibility of the LOC Chair to contact U.S. Figure Skating prior to any matters concerning the event.

U.S. Figure Skating's Spokesperson Policy states that only the President, Executive Director or Director of Media Relations may speak on behalf of U.S. Figure Skating. In some cases, U.S. Figure Skating may delegate LOC representatives to speak on behalf of the competition.

The LOC should delegate a spokesperson or persons to speak for the Local Organizing Committee. The LOC spokesperson, typically the LOC Chair, is limited to comments on the organization of the event (number of skaters attending, ticket sales, number of volunteers, etc.) Such person may not comment on items such as security, injuries to athletes, U.S. Figure Skating policies, judging results, etc.

---

## **OTHER CONSIDERATIONS**

The LOC will be expected to include in its security plan the following:

- ✓ Evacuation Plan
  1. For hotels, practice venues and competition venues
- ✓ LOC communication System
  1. The system used for the LOC to communicate with U.S. Figure Skating
  2. Parties included in this system
  3. The plan to keep security agencies in the loop
- ✓ Chain of command of the LOC regarding decisions for security including appropriate contact information (cell phone, e-mail, arena and hotel contacts).



# Medical Standard of Care Guidelines

For Qualifying Competitions

4/19/2011  
U.S. Figure Skating  
Sports Science & Medical Committee





## ***Medical Standard of Care Guidelines for Qualifying Competitions***

The following information is provided by the U.S. Figure Skating Sports Science & Medicine Committee as a guideline for the medical standard of care that should be provided by the local organizing committees (LOCs) for U.S. Figure Skating Regional and Sectional Championships, the U.S. Junior Championships and the U.S. Championships. Neither U.S. Figure Skating nor the U.S. Figure Skating Sports Science & Medicine Committee or its members assumes responsibility for the information in these guidelines, and both expressly disclaim all liability in connection with these guidelines and any damage, loss or expense to persons or property arising out of or relating to them.

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### **PERSONNEL**

#### **LOC Medical Chair**

1. Each LOC should establish within its committee a Medical Chair to organize and coordinate emergent/urgent medical services for each competition in accordance with local laws, venue policies, and the guidelines outlined subsequently within this document.
2. The Medical Chair should have experience in coordinating event medical coverage and familiarity with venue personnel and layout, as well the facility's available emergent/urgent equipment and supplies.

#### **LOC Medical Services Team**

1. The LOC medical team at the event should include at least one Certified Athletic Trainer (ATC) plus several medical back-ups to fulfill coverage requirements described in the "Venue Coverage" section of this document. A medical back-up is defined as a physician, emergency medical technician (EMT), nurse practitioner or physician assistant who is either at the event or immediately available for emergency care.
2. Additional medical team volunteers may include licensed physicians, nurses, chiropractors, massage therapists, physical therapists and athletic trainers.
3. The LOC should ensure that the competition venue's administration will secure the services of an emergency response team (ex. ambulance, paramedics, fire station) to be on-site or immediately accessible to venue for the duration of the competition.
4. Is it in the best interest of the LOC that all LOC medical service providers be:
  - A. Fully licensed to practice in the state of the competition and practice only within the scope of their professional license.
  - B. CPR-certified.
  - C. First-aid-certified.
  - D. Experienced in event sports medicine coverage.
  - E. Carriers of current, appropriate professional liability insurance that covers their actions and decisions at the competition.
5. LOC medical services team members should be provided with an easily identifiable uniform or tag and a reserved and labeled staging area at rink-side.

#### **U.S. Figure Skating Medical Liaison**

1. A U.S. Figure Skating medical Liaison is a volunteer member of U.S. Figure Skating's National Sports Science & Medicine Network who has experience overseeing the medical services provided at local figure skating events and possibly international coverage. Ideally this will be a licensed physician who is board certified in Sports Medicine and has been involved with U.S. Championships and some international U.S. Figure Skating events. A medical liaison represents the interests of U.S. Figure Skating and has a deep understanding of the issues and processes inherent to high level competition.



## ***Medical Standard of Care Guidelines for Qualifying Competitions***

2. A medical liaison can assist the LOC with:
    - a. Pre-/Post-competition Preparations (via telephone and/or email, or in person if local to venue)
      - i. Reviewing Standard of Care Guidelines with LOC Medical Chair
      - ii. Preparing venue, equipment and supplies in anticipation of common injuries, medical inquiries.
      - iii. Interpreting U.S. Figure Skating rules and regulations regarding injuries, withdrawals and return to play.
      - iv. Identifying local resources (hospitals, volunteers)
      - v. Prepping Medical Chair and medical services team on handling media inquiries (\*Medical teams respond ONLY to U.S. Figure Skating's Director of Media Relations)
      - vi. Preparing reports
    - b. In-Competition Assistance (on-site or on-call)
      - i. Assistance with real-time calls regarding injuries, withdrawals and return to play.
  3. Medical Liaison CANNOT assist with:
    - a. Hands-on medical care (care to be provided by LOC medical team only)
    - b. Doping Control administration (drug testing is administered by USADA or ISU representatives only)
  4. Any LOC Medical Chair may request from U.S. Figure Skating a list of medical liaisons and choose one to assist them with their medical services plan. This should be considered valuable, but not mandatory.
  5. Any expenses incurred by the LOC in relation to a medical liaison are the responsibility of the LOC.
- 

### **SCOPE OF CARE**

1. Under the guidance of the Medical Chair, the LOC medical staff shall provide care to eligible competition participants for acute medical problems that arise at the competition, and only at the competition.
  2. Eligible competition participants include competitors, coaches, judges, LOC officials and U.S. Figure Skating officials and staff. All first aid and/or emergency medical services for spectators or other competition attendees not mentioned above should be provided/administered by the facility's own medical personnel. \*The LOC should ensure that the competition venue's administration will secure the services of an emergency response team (ex. ambulance, paramedics, fire station) to be on-site for the duration of the competition.
- 

### **VENUE COVERAGE**

1. At least one member of the LOC medical services team should be present at the venue at all practice and/or competition times. This includes ice coverage plus one person in clinic at all times.
2. Ideal ice coverage includes two members of the LOC medical services team per ice surface for all practices and competition. Medical coverage on all services and at all times when there are competitors on the ice should be considered mandatory.
3. Individual LOC medical services team members should be required to wear their LOC-issued tag or uniform at all times while on coverage duty.
4. The LOC should provide an appropriate communication device for the on-ice coverage personnel.
5. The LOC should ensure that the competition venue's administration will secure the services of an emergency response team (ex. ambulance, paramedics, fire station) to be on-site or immediately accessible to the venue for the duration of the competition.



## ***Medical Standard of Care Guidelines for Qualifying Competitions***

6. Prior to the competition, the LOC Competition Chair and LOC Medical Chair should
  - a. Create a medical coverage schedule for each day of the competition, mapping out the personnel present at the ice arena for the duration of the competition.
  - b. Discuss steps to be taken in preparation for and response to a medical emergency. Include discussions on how ON-ICE emergencies will be handled (also refer to Appendix A : Blood Borne Pathogen / Spill Clean-up Guidelines).

### **MEDICAL ROOM**

1. To uphold the highest standards of privacy and protection, every effort should be taken to ensure that all medical services provided by the LOC are provided in a private room or space accessible only by competition participants.
2. The room/area (ex. multi-purpose room, training room, curtained area) should be large enough to accommodate two treatment tables and other medical services equipment and medical supplies (see reference to Equipment and Supplies below) should be secured.
3. The room/area should be clearly labeled and easy to locate. Provide directions within hallways, if necessary.
4. The room/area should be close to an unobstructed ice surface access door.
5. The routes from the treatment room/area and ice surface to the ambulance should be secure and unobstructed.
6. Supplies and Equipment (This is an ideal list of supplies. Not every LOC will have access to all items listed below. Consult with your LOC medical chair and team to ensure that the supplies that are readily available are sufficient for your competition.)

#### **Medical Room Requirements**

Proper draping or enclosed room for privacy	1-2 padded treatment tables	Two large blankets
Forty (40) towels and access to laundry if possible	10-20 clean sheets	
Telephone for emergency contact (working cell phones are permitted)	Computer and internet capability to access medical records	
If multiple ice surfaces: Walkie-Talkie system for communication unless medical room is easily accessible and located between the two surfaces.		

#### **General Equipment**

One (1) ice machine/Zamboni ice in close access	Glucometer	Reflex Hammer
Three (3) coolers for ice bag storage	Thermometer	Tape Measure
Twenty – fifty ice bags	Oxygen	Tongue Depressors
Blood pressure cuff	Large garbage cans	Tampons
Stethoscope	Disposable Container	Prescription pads
Ophthalmoscope	Otoscope	Pens/Penlight
Envelopes for Medications	Hard cervical collars	Clipboards
One (1) box (100 count) non-sterile examination gloves	Medical Report Forms	

#### **Blood Spill Kit**

Gloves	Disinfectant bleach
Antiseptics	Bandages/gauze
Biohazard sharps container	Biohazard receptacle(s) for soiled towels, uniforms, etc

**Please see APPENDIX A for Blood Borne Pathogen information and blood spill clean-up guidelines.**

**Please see APPENDIX B for suggested inventories for Additional Specific Supplies and Medications**



## ***Medical Standard of Care Guidelines for Qualifying Competitions***

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### **EMERGENCY ROOM, HOSPITAL, EMERGENCY MEDICAL SERVICES**

1. The LOC should arrange in advance for the possible need for hospital emergency and in-patient services. Costs of treatment at an emergency facility or hospital are to be borne by the patient and his or her family.
  2. Ambulance transportation to the hospital and emergency room should be ensured by the LOC Medical Chair.
  3. Special parking should be made available near the venue entrances for emergency medical personnel and ambulance.
  4. If the nearest ambulance/EMT station is more than 5 miles away, an on-site ambulance for all official competition days should be considered mandatory.
  5. The LOC medical services team should collate the on-call availability of local EMS or support medical personnel for the duration of the competition.
- 

### **MEDICAL INFORMATION**

1. All competitors' medical information should be considered confidential and should be accessed only as needed by the treating LOC medical services team member.
  2. Competitors complete a medical registry form online prior to the close of entry into the Qualifying Competition Season (usually Sep 1). This form contains a record of past medical problems, injuries, insurance, and whom to notify in case of emergency. Medical registries are located at [www.usfsaonline.org](http://www.usfsaonline.org) and can be accessed with a username/password.
  3. The Medical Chair may receive temporary access to the medical registry website in order to access each competitor's medical history for the duration of the competition.
  4. Medical registry and medical history reports are to be accessed on an as-needed basis only and should not be printed or left unattended.
  5. Under no circumstances should any member of the LOC medical services team discuss a skater's medical record or condition with any outside party without the written (or otherwise recorded) permission of the skater (or legal guardian in skater is a minor) and LOC Medical Chair for release of such information.
  6. All LOC medical services team members should fully understand and agree to comply with HIPPA regulations. Failure to do so is the full responsibility of medical service provider individuals and not of U.S. Figure Skating.
- 

### **REPORTS**

1. A First Report of Accident form (available from U.S. figure Skating) should be completed when any competition participant is injured on-site and requires immediate evaluation and/or treatment. The treating medical services team member should log treatment details at the time of treatment and submit a report to the Medical Chair at the end of the shift. All reports and forms should be submitted to the designated U.S. Figure Skating headquarters staff member at the end of the competition.
2. A final report regarding medical coverage of the regional, sectional or qualifying competition that is being covered, summarizing any problems experienced during the competition, suggestions for improving medical coverage, and a census of injuries treated, should be prepared by the LOC Medical Chair, and submitted to the designated U.S. Figure Skating headquarters staff member.



## ***Medical Standard of Care Guidelines for Qualifying Competitions***

### **APPENDIX A**

#### **Blood Borne Pathogen Information and Spill Clean-Up Guidelines**

##### **A. Background**

Blood-borne pathogens are disease-causing microorganisms that can be potentially transmitted through blood or bodily fluid contact. The blood-borne pathogens of concern include, but are not limited to, the hepatitis virus and the human immunodeficiency virus (HIV). Because of the increasing prevalence of infections with these viruses among all portions of the general population and the potential for catastrophic health consequences, knowledge and awareness of appropriate preventative procedures is of greater importance.

As a consequence, organizations involved with sports programs and competitions have a heightened concern about the risks of transmission of blood-borne pathogens between competing athletes and those closely associated with athletic competition. Certain precautionary procedures, sometimes generally referred to as "universal precautions," have been designed in an effort to minimize the risks of blood-borne pathogen transmission, with modifications relevant for athletes and care givers in the context of athletic events and activities.

##### **B. Policy**

U.S. Figure Skating has adopted the following recommended procedures as precautions:

1. Pre-event preparation includes proper care for wounds, abrasions, cuts or weeping wounds that may serve as a source of bleeding or as a port of entry for blood-borne pathogens. These wounds should be covered with an occlusive dressing that will withstand the demands of competition. Likewise, care providers with healing wounds or dermatitis should have these areas adequately covered to prevent transmission to or from a participant.
2. The necessary equipment and/or supplies important for compliance with universal precautions should be available to care givers. These supplies include appropriate gloves, disinfectant bleach, antiseptics, designated receptacles for soiled equipment and uniforms, bandages and/or dressings and a container for appropriate disposal of needles, syringes or scalpels.
3. During an event, early recognition and treatment of uncontrolled bleeding is the responsibility of officials, athletes, coaches and medical personnel. In particular, athletes should be aware of their responsibility to report a bleeding wound to the proper medical personnel.
4. When an athlete is bleeding, the bleeding must be stopped and the open wound covered with a dressing sturdy enough to withstand the demands of activity before the athlete may continue participation. Immediate treatment of open wounds or skin lesions that are deemed potential risks for transmission of disease is required. Participants with active bleeding should be removed from the activity as soon as is practical, with ability to return to be determined by appropriate medical staff personnel, in consultation with the athlete and the officials. Any participant whose clothing is saturated with blood, regardless of the source, must have that apparel suitably covered or disinfected and changed if necessary before returning to participation.
5. Personnel managing an acute blood exposure must follow these guidelines. Sterile latex gloves should be worn for direct contact with blood or bodily fluids containing blood. Gloves should also be worn for touching mucous membranes or non-intact skin (e.g., abrasions, dermatitis) of all athletes and for handling items or surfaces soiled with blood or bodily fluids. Gloves should be changed immediately after treating an individual participant and, after glove removal, hands should be washed thoroughly under running water or solution provided for that purpose.
6. If at any time there is a possibility that blood or body fluids may spurt or become aerosolized (i.e., arterial bleeding, CPR, shock, multiple injuries or any injury or illness that might result in projectile emesis or blood), personnel are to wear goggles and surgical masks.



## ***Medical Standard of Care Guidelines for Qualifying Competitions***

7. Proper disposal procedures should be practiced to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
8. Costumes, clothing, equipment, ice surfaces, barriers and other surfaces may become contaminated with blood and other bodily fluids. Because potentially dangerous microorganisms can survive on these contaminated surfaces for various periods of time, it is necessary to apply disinfection procedures to interrupt cross-infection. Any surface contaminated with spilled blood or other bodily fluids should be cleaned and disinfected in accordance with the following procedures:
  - a. Mix  $\frac{1}{2}$  cup or 5% chlorine bleach (or comparable solution) to one gallon of water (agents listed as "hospital disinfectants" may also be acceptable cleaning agents and can eliminate HIV and hepatitis).
  - b. While wearing medical gloves (and mask, goggles and gown, if necessary), clean all areas visibly contaminated with blood or bodily fluids. Wash from the outside of the area towards the center. For large spills, absorb as much fluid as possible using absorbent pads or granules prior to washing with bleach. The mechanics of scrubbing are much more important in eliminating organisms than the selected cleansing agent. The end result of all scrubbing and rinsing should be the thorough removal of all contaminated materials.
  - c. Dispose of all cleaning materials as bio hazardous waste. Pour bleach/water mixture down drain with water running. Change to clean gloves.
  - d. While wearing another set of clean gloves, wash sink with bleach and package any cleaning materials. Immediately wipe all areas with materials dampened with clean water to remove bleach (while wearing clean gloves). Dry area and dispose of all cleaning items appropriately.
  - e. Soak goggles, PPV equipment, scissors and all other non-electrical reusable equipment in bleach/water solution or another approved solution for at least 10 minutes and then rinse thoroughly with clean water. Completely dry all equipment and inspect for any remaining contamination.
  - f. Dispose of gown, mask and goggles (in that order) and remove gloves last. Wash hands thoroughly.
  - g. Change any personal clothing contaminated with blood or body fluids. Clean in accordance with the procedures outlined above and treat as described below.
9. Costumes, clothing and equipment soiled with blood should be handled and laundered in accordance with hygienic methods normally used for treatment of any soiled equipment or clothing before subsequent use. This includes provisions for bagging the soiled items in a manner to prevent secondary contamination of other items or personnel. All linens grossly contaminated with blood or bodily fluids should be placed in a sealed plastic bag and marked for disposal as biohazardous waste.
10. Finally, all medical personnel should be trained in basic first aid and infection control, including the preventative measures outlined above.

Arenas, ice facilities and competition organizers should also be aware that in 1992 the Occupation Safety and Health Administration (OSHA) developed a standard directed to eliminating or minimizing occupational exposure to blood-borne pathogens. Many of the recommendations set forth above are part of the OSHA standard. Arenas and ice facilities should determine the applicability of the OSHA standard to their personnel and facilities.

### **C. Compliance**

U.S. Figure Skating recommends, **AND RESERVES THE RIGHT TO REQUIRE, as a condition to issuing a sanction**, that all organizations and facilities that conduct athletic competitions and practices have blood-borne pathogen procedures in place that are substantially similar to the foregoing.



## Medical Standard of Care Guidelines for Qualifying Competitions

### APPENDIX B

#### Additional Specific Supplies & Medications Inventories

##### Airway Pack

#14 Catheter	Pocket mask	Xylocaine spray	3cc Syringe	Cricothyrotomy kit
Laryngoscope	Endotracheal tubes	Oral airways	Bag valve mask	McGill forceps

##### Suture Pack

Disposable suture kits	Syringes	Sterile needle driver	Needles	Forceps
Local anesthetic	Scissors	¼" penrose cleansing sol	Staple gun	Steri-strips
Disposable scalpels	Sterile gloves	Various sized sutures		

##### Dressing Kit

Two (2) cases (32 count) 1 ½ inch athletic tape	One (1) box (12 count) 1 inch athletic tape
One (1) case (24 count) 2 inch conform stretch tape	One (1) box (12 count) 2 inch Johnson & Johnson Elastickon tape
Two (2) triangular bandages	Ace wraps in various sizes
Two (2) cans Tuff Skin adhesive taping base	One (1) bottle tape remover
One (1) bottle cleanser for tables	Assorted bandages (Band-Aids)
One (1) box (100 count) 4x4 sterile gauze	One (1) tube (1 ounce) antibiotic ointment
One (1) bottle Betadine (providine iodine)	One (1) bottle hydrogen peroxide
One (1) bottle sterile water	One (1) box wet ones towelettes
Three (3) blood spill kits	One (1) biohazard bag
Tensors, Adaptic, Xerofoam pads	Blister pads, Mole skin

##### Preventing Further Damage

Pediatric and adult knee immobilizers	Arm sling, SAM splint
One (1) set rapid form vacuum splints	Two (2) sets pediatric crutches (4 ft 6 in – 5 ft 5 in)
Two (2) sets adult crutches	One (1) wheelchair

##### Injectible Meds

Xylocaine 1%	Marcaine 0.5%	Toradol- ketolunac (optional)
Depomedrol (optional) ***IM injection is Prohibited in competition! Local injection requires Therapeutic Use Exemption.)		

##### NSAIDS/Pain Relievers/urinary pain relief

Ben-Gay Patch or Icy-Hot	Uristat	Aspirin	Tylenol	Tylenol with Codeine	Aleve (naproxen)
Advil (ibuprofen)	Celebrex,	Slelexin or Bextra	Imitrex tablets		Maxalt- not in all bags

\*\*Prednisone (NOTE: Prednisone is Prohibited in-competition and should be used only for urgent conditions i.e. severe asthma or allergic reaction)

\*\*Some substances listed here are USADA prohibited in certain circumstances. ALWAYS consult [www.globaldro.org](http://www.globaldro.org) for the latest information prior to administering any drug to an athlete.\*\*

##### Antibiotics

Metronidazole (Flagyl)	Augmentin or amoxicillin	Zithromax	Cephalexin (Keflex) or Ceftin
Erythromycin (ery-tab)	Cipro, Levaquin. Or Tequin	Diflucan	Acyclovir pills
Zovirax ointment	Amantidine	Valtrex	

##### Topicals

Betamethasone Valerate 0.1%	Silvadene 1%- not in all bags	Hydrocortisone 1%
Neosporin/Bacitracin	Terazol/clotrimazole vaginal cream	Lidocaine Ointment 5%
Nizoral 2%/ Lotrisone		

##### Eye & Ear Meds

Erythromycin ophthalmic ointment	Sulfacetamide drops 10%	Fluorescein strips	Eye Wash
Refresh eye lubricant	Neomycin/Polymyxin Otic Susp.	A/B ear drops	Ocean
Colgate oral anesthetic- for canker sores and cold sores			

##### URI Meds

Albuterol (requires TUE)	Benadryl	Guafenisin syrup	Saline nasal spray	Nasal decongestant spray
Claritin or Zyrtec	Allegra	Cold-eeze- Zinc lozenges	Cough drops like Halls	Singulair

##### GI Meds

Prilosec/Prevacid/ Nexium/Protonix	Tagamet/Axid/Zantac	Immodium	Meclizine/Dramamine
Gaviscon/Mylanta/Gelusil	Colace (docusate sodium)	Promethazine tablets	Trimethobenzamide Supp.
(Tigan) Pepto Bismol			

**U.S. Figure Skating Financial Report for Sectional Championships**

Sponsor Club:	Sanction #:
Arena Name:	Event Date:
Title of Event:	

<b>INCOME:</b>	<b>\$ AMOUNT</b>
Entry Fees	_____
Additional Coach Credentials	_____
Additional Chaperone Credentials	_____
Competitors Party	_____
Concessions	\$0.00
Food/Drink	_____
Other	_____
Merchandise Sales	_____
Souvenirs	_____
Hotel Commissions/Promotion Income	_____
Ticket Sales	_____
Photographer Commissions	_____
Practice Ice Fees	_____
Practice Judges	_____
Program & Pin Sales	_____
Program Advertising	_____
Trial Judges Fees	_____
Vendor Fees/Commissions	_____
Video Sales	_____
Misc (Attach Schedule)	_____
<b>Total Income:</b>	<b>\$0.00</b>
Total Sponsorship	_____
Cash	_____
Value In Kind (please list)	_____
<b>Total Income W/ Sponsorship:</b>	<b>\$0.00</b>
U.S. Figure Skating Grant	\$27,000.00
<b>Overall Income w/USFS Grant</b>	<b>\$27,000.00</b>
<b>Expenses:</b>	
Officials	\$0.00
Transportation	_____
Lodging	_____
Meals (Includes Officials Dinner)	_____
Other (Officials Gifts)	_____
Competition Arena & Ice rental	_____
Practice Ice Rental	_____
Advertising/Promotion/Publicity	_____
Competitor Gifts	_____
Competitor's Party	_____
Draw Party	_____
IJS	_____
Insurance	_____
Local Transportation	_____
Merchandise/Souvenir/Pins Expense	_____
Office Expense	_____
Printing Cost (Less printing program)	_____
Program Cost	_____
Registration/Credentials	_____
Service/Equipment Rental Costs	_____
Telephone Expense	_____
Trophies/Medals Shipping Costs	_____
Volunteer Expenses	_____
Other Expenses (Attach Schedule)	_____
<b>Total Expenses:</b>	<b>\$0.00</b>
<b>Net Profit/(Loss):</b>	<b>\$0.00</b>
<b>Net Profit/(Loss) w/ Sponsorship:</b>	<b>\$0.00</b>
<b>Overall Net Profit/(Loss):</b>	<b>\$27,000.00</b>

Submitted by: \_\_\_\_\_

U.S. Figure Skating# \_\_\_\_\_

Date: \_\_\_\_\_

Daytime Phone # \_\_\_\_\_





## QUALIFYING EVENTS SURVEY

\*\*\*PLEASE ANSWER TO THE BEST OF YOUR KNOWLEDGE/MEMORY\*\*\*

**SKATING CLUB:**

**EVENTS HOSTED & YEAR:**

**NAME:**

**CURRENT TITLE:**

**INVOLVEMENT WITH EVENTS:**

- 
- **REPEAT HOST SINCE 2005:**
  - **IF NO, WHY?**
  
  - **WOULD YOU CONSIDER HOSTING A GOOD EXPERIENCE FOR YOUR CLUB? REASONS...**
  
  - **WERE YOU SATISFIED WITH THE OVERALL GUIDANCE OF U.S. FIGURE SKATING?**
  - **WHAT IN THE GUIDANCE PROCESS NEEDS IMPROVEMENT?**
  
  - **HOW MANY HOTEL ROOMS WERE USED BY COMPETITORS? DID YOU CONTRACT ENOUGH, TOO MANY?**
  
  - **PRACTICE ICE:**
    - **HOW MUCH DID YOU CHARGE?**
    - **WHAT WAS OFFERED? (HOW MANY OFFICIAL, UNOFFICIAL, WARM-UPS)**
    - **WHAT WAS THE DURATION?**
    - **DID YOU HAVE TO BUY ICE AT A NEARBY FACILITY?**
    - **ON AVERAGE, HOW MANY SESSIONS DID COMPETITORS BUY?**
  
  - **SUGGESTED CHANGES WITH THE BID PROCESS**
  - **WHAT WAS GOOD ABOUT THE PROCESS**

