



# Skate With U.S. Competition Manual

Revised June-2007 © 2002 U.S. Figure Skating

## **MISSION STATEMENT:**

**The purpose of the competition is to promote a FUN, introductory, competitive experience for the beginning skater.**

U.S. Figure Skating 'Skate With U.S.' competitions incorporate moves from the Basic Skills Program into a competition format that can be easily and successfully conducted by registered Basic Skills Programs or member clubs. Any group hosting a competition must be registered as an official Basic Skills Program. **The competition is open to all beginner skaters who are registered members in a U.S. Figure Skating Basic Skills Program and/or are current full members of U.S. Figure Skating. Members of other organizations are eligible to compete but must be registered with the host Basic Skills Program/Club or any other Basic Skills Program/Club.** Skate With U.S. competitions are designed to promote a positive competition experience at the grassroots level and have been a very large success.

Hosting a competition can entail a great deal of work. However, the benefits that can be realized are many. In addition to increasing skating participation and generating enthusiasm, you may be able to make a profit for your club or group, provided that your competition is well-planned and well-organized. If the skaters have a favorable competition experience, chances are they will sign up for more lessons, which ultimately means more revenue for your club or program. It is also likely that they will enter future competitions.

**It is very important to the success of the competition that skaters are placed in the correct divisions. If, for whatever reason, the Local Organizing Committee discovers that a skater has been placed in a category that is below their class level, the Chairman and Referee will have the option to move the skater into the proper division, even if this has to be done the day of the competition. This will ensure that every event is as fair as possible to the competitors.**

The ideas presented in this manual are meant to assist you in designing your competition. Remember to keep the best interests of the skater in mind. Feel free to add additional events to enhance the success and enjoyment of your competition. Some of the suggested events and guidelines are listed in the "Beyond the Basics" section on pages 11-17.

Several references in this manual will be made to the U.S. Figure Skating rules, which can be found in the official rulebook. Published annually in August, the rulebook may be purchased from Headquarters.

For further information on skating, skating programs, membership, events or any questions about the materials presented in this manual, please contact: U.S. Figure Skating, 20 First Street, Colorado Springs, CO 80906, (719) 635-5200 or the web site; [www.usfigureskating.org](http://www.usfigureskating.org)

## **OFFICIAL RULEBOOK RULES FOR CONDUCTING A BASIC SKILLS COMPETITION**

### **#1530      BASIC SKILLS COMPETITIONS**

**#1531**      For all Basic Skills Competitions, a copy of the announcement and an approval request shall be sent to the appointed Basic Skills representative for approval and issuance of a Basic Skills approval number, thirty (30) days prior to the release of the competition announcement to the public. The approval is to be publicly displayed during the competition.

**#1532**      Basic Skills Competitions will follow the event structure as outlined in the Basic Skills Manual. Any registered Basic Skills group may conduct a Basic Skills Competition.

**#1533**      When Basic Skills Competitions are held on the home ice of a U.S. Figure Skating Member Club, the Member Club shall be designated the sponsoring club.

**#1534**      Basic Skills Competitions may be:

- A. *“in house” - the competition is only available to those skaters who are members of the club or group conducting the competition, or*
- B. *“open” - the competition is available to any registered U.S. Figure Skating Basic Skills member or full U.S. Figure Skating member.*

### **#1030      SANCTIONS (Approvals)**

**#1031**      A U.S. Figure Skating sanction is not required for a Basic Skills Competition. However, an approval number must be obtained from the *appointed* Basic Skills representative.

**#1032**      Basic Skills Competitions may include events for skaters who have passed no higher than the preliminary moves in the field, preliminary free skating, preliminary dance or adult bronze free skating tests without applying for a U.S. Figure Skating sanction. However, an approval number is required from the appointed Basic Skills representative.

**#1033**      A sanction must be obtained from U.S. Figure Skating when a Basic Skills Competition is held in conjunction with a sanctioned non-qualifying competition. In addition, an approval number must be obtained from a Basic Skills representative.

## OFFICIALS AND ELIGIBILITY RULES

**PLEASE NOTE YOU DO NOT HAVE TO USE OFFICIAL U.S. FIGURE SKATING JUDGES OR ACCOUNTANTS. YOU HAVE THE OPTION TO USE THEM OR NOT USE THEM.**

### #1240 OFFICIALS

**#1241** For Basic Skills Competitions three judges, not related to the competitor, are required for each event. Judges may be:

- A. Any official U.S. Figure Skating or Skate Canada Judge.
- B. Any qualified eligible or ineligible person in skating who is a U.S. Figure Skating member and/or Basic Skills member appointed by the organization conducting the Basic Skills Competition.

**#1242** For Basic Skills Competitions, the member club or other organization sponsoring and conducting the competition shall approve all judges and officials. All persons serving as judges and officials shall be at least 16 years of age.

### ELIGIBILITY RULES FOR PARTICIPANTS

**The competition is open to ALL skaters who are current eligible (ER 1.00) members of either the Basic Skills Program and/or are full members of U.S. Figure Skating. To be eligible, skaters must have submitted a membership application or be a member in good standing. Members of other organizations are eligible to compete but must be registered with the host Basic Skills Program/Club or any other Basic Skills Program/Club.**

**Eligibility will be based on skill level as of closing date of entries. All SNOWPLOW SAM and BASIC SKILLS SKATERS THROUGH BASIC 8 must skate at highest level passed and NO official U.S. Figure Skating tests may have been passed including MIF or Individual Dances.**

**Skaters in other events may skate at highest level passed OR one level higher BUT not both levels in the same event during the same competition and may have passed Pre-Preliminary Moves in the Field. For events that are “Beyond the Basics” (Beginner, Pre-Preliminary and Preliminary) the US Figure Skating Rulebook # 1032 applies (*Basic Skills Competitions may include events for skaters who have passed no higher than the preliminary moves in the field, preliminary freeskating, preliminary dance or adult bronze freeskating tests without applying for a U.S. Figure Skating sanction. However, an approval number is required from the appointed Basic Skills representatives.***

**Please note: If a skater competes at a non-qualifying competition in a “Beginner or No Test” category, then that skater must compete at the equivalent or higher level in a Basic Skills approved competition.**

## ELEMENTS EVENT -BASIC SKILLS CURRICULUM

- To be skated on 1/3 to 1/2 ice
- No music
- All elements must be skated in the order listed
- Each skater will have the option to perform one element at a time in a simple program format (no excessive connecting steps) **OR** will perform the next element when directed by a judge or referee. Referee driven format examples: all skaters perform first element before moving on to the next and so on **OR** each skater performs all of the required elements before moving on to the next skater.

<p><b><u>Snowplow Sam - TOTS:</u></b></p> <ol style="list-style-type: none"> <li>1. March followed by a two foot glide and dip</li> <li>2. Forward two foot swizzles 2-3 in a row</li> <li>3. Forward snowplow stop</li> <li>4. Backward wiggles 2-6 in a row</li> </ol>	<p><b><u>Basic 5:</u></b></p> <ol style="list-style-type: none"> <li>1. Backward outside edge on a circle clockwise or counterclockwise</li> <li>2. Backward crossovers 6-8 consecutive - both directions</li> <li>3. One foot spin - minimum of three revolutions</li> <li>4. Hockey stop</li> <li>5. Side Toe hop -either direction</li> </ol>
<p><b><u>Basic 1</u></b></p> <ol style="list-style-type: none"> <li>1. Forward two foot glide</li> <li>2. Forward two foot swizzles 6 -8 in a row</li> <li>3. Forward snowplow stop</li> <li>4. Backward wiggles 6-8 in a row</li> </ol>	<p><b><u>Basic 6:</u></b></p> <ol style="list-style-type: none"> <li>1. Forward inside three turn - R &amp; L from a standstill</li> <li>2. Bunny Hop</li> <li>3. Forward spiral on a straight line - R or L</li> <li>4. Lunge - R or L</li> <li>5. T-stop - R or L</li> </ol>
<p><b><u>Basic 2</u></b></p> <ol style="list-style-type: none"> <li>1. Forward one foot glide - either foot</li> <li>2. Forward alternating ½ swizzle pumps, in a straight line -across width of ice</li> <li>3. Two foot turn in place forward to backward</li> <li>4. Backward two foot swizzles 6 - 8 in a row</li> <li>5. Moving snowplow stop</li> </ol>	<p><b><u>Basic 7:</u></b></p> <ol style="list-style-type: none"> <li>1. Forward inside open Mohawk - R to L and L to R</li> <li>2. Ballet Jump - either direction</li> <li>3. Back crossovers to a back outside edge landing position clockwise and counter clockwise</li> <li>4. Forward inside pivot</li> </ol>
<p><b><u>Basic 3</u></b></p> <ol style="list-style-type: none"> <li>1. Forward stroking</li> <li>2. Forward ½ swizzle pumps on a circle, either clockwise or counter clockwise 6 - 8 consecutive</li> <li>3. Moving forward to backward two foot turn - either direction</li> <li>4. Backward one foot glide - either foot</li> <li>5. Two foot spin</li> </ol>	<p><b><u>Basic 8:</u></b></p> <ol style="list-style-type: none"> <li>1. Moving forward outside or forward inside three turns R &amp; L</li> <li>2. Waltz jump</li> <li>3. Mazurka - either direction</li> <li>4. Combination move - clockwise or counter clockwise – two forward crossovers into FI Mohawk, step behind, step into one back crossover and step to a forward inside edge</li> <li>5. Beginning one-foot upright spin - optional free foot position</li> </ol>
<p><b><u>Basic 4</u></b></p> <ol style="list-style-type: none"> <li>1. Forward outside edge on a circle clockwise or counter clockwise</li> <li>2. Forward crossovers 6-8 consecutive both directions</li> <li>3. Forward outside three turn - R &amp; L</li> <li>4. Backward stroking</li> <li>5. Backward snowplow stop - R or L</li> </ol>	

## COMPULSORY PROGRAMS FREESKATE 1-6 - NO MUSIC

- To be skated on ½ ice
- No music is allowed
- In program form, using a limited number of connecting steps, the skating order of the required elements is optional
- The skater must demonstrate the required elements and may use any additional elements from previous levels (where applicable)
- Deductions will be made if elements from a higher level are performed
- Time: 1:00 or less

<p><b><u>Free skate level 1 Compulsory</u></b></p> <ol style="list-style-type: none"> <li>1. Advanced forward stroking - 4-6 consecutive</li> <li>2. Basic forward outside edges and forward inside consecutive edges - 2-4 outside and 2-4 inside</li> <li>3. Scratch spin from backward crossovers</li> <li>4. Waltz jump from backward crossovers</li> <li>5. Half flip jump</li> </ol>	<p><b><u>Free skate level 4 Compulsory</u></b></p> <ol style="list-style-type: none"> <li>1. Spiral sequence, FI Spiral, FI Mohawk, BO spiral, clockwise or counter clockwise</li> <li>2. Forward power 3's, 2-3 consecutive sets-R or L</li> <li>3. Sit spin</li> <li>4. Loop jump</li> <li>5. Waltz jump/loop jump</li> </ol>
<p><b><u>Free skate level 2 Compulsory</u></b></p> <ol style="list-style-type: none"> <li>1. Forward outside spiral - R or L. and a forward inside spiral - R or L</li> <li>2. Waltz Three's - R or L</li> <li>3. Beginning back spin - entry optional</li> <li>4. Waltz jump, side toe hop, waltz jump series</li> <li>5. Toe loop jump</li> </ol>	<p><b><u>Free skate level 5 Compulsory</u></b></p> <ol style="list-style-type: none"> <li>1. Spiral sequence, FO spiral, forward outside 3 turn, one backward crossover, backward inside spiral</li> <li>2. Camel spin</li> <li>3. Forward upright spin to back upright spin</li> <li>4. Loop/loop jump</li> <li>5. Flip jump</li> </ol>
<p><b><u>Free skate level 3 Compulsory</u></b></p> <ol style="list-style-type: none"> <li>1. Forward crossovers in a figure 8</li> <li>2. Advanced forward outside swing rolls 4 - 6 consecutive</li> <li>3. Back spin</li> <li>4. Salchow jump</li> <li>5. Waltz jump/toe loop or Salchow/toe loop</li> </ol>	<p><b><u>Free skate level 6 Compulsory</u></b></p> <ol style="list-style-type: none"> <li>1. Five step Mohawk sequence - 1 set alternating pattern (refer to Basic Skills Curriculum Freeskate 6)</li> <li>2. Camel, sit spin combination - minimum of 4 revolutions total</li> <li>3. Split jump or stag jump</li> <li>4. Waltz jump, ½ loop, Salchow combination</li> <li>5. Lutz jump</li> </ol>

# MUSIC PROGRAM EVENTS

## Basic Programs with Music

- To be skated on full ice
- **Vocal music is allowed**
- The skating order of the required elements is optional. The elements are not restricted as to the number of times the element is executed or length of glides, number of revolutions, etc. unless otherwise specified.
- The skater may use elements from a previous level.
- Deductions will be made if elements from a higher level are performed
- Time: 1:00 +/- 10 seconds

<p><b><u>Snowplow Sam - TOTS:</u></b></p> <ol style="list-style-type: none"> <li>1. March followed by a two foot glide and dip</li> <li>2. Forward two foot swizzles 2-3-in a row</li> <li>3. Backward wiggles 2-6 in a row</li> <li>4. Forward snowplow stop</li> </ol>	<p><b><u>Basic 5:</u></b></p> <ol style="list-style-type: none"> <li>1. Backward outside edge on a circle clockwise or counterclockwise</li> <li>2. Backward crossovers 6-8 consecutive in both directions</li> <li>3. One foot spin - min of three revolutions</li> <li>4. Side Toe hop -either direction</li> <li>5. Hockey stop</li> </ol>
<p><b><u>Basic 1</u></b></p> <ol style="list-style-type: none"> <li>1. Forward two foot glide</li> <li>2. Forward two foot swizzles 6 -8 in a row</li> <li>3. Backward wiggles 6-8 in a row</li> <li>4. Forward snowplow stop</li> </ol>	<p><b><u>Basic 6:</u></b></p> <ol style="list-style-type: none"> <li>1. Forward inside 3-turn - R &amp; L</li> <li>2. Bunny Hop</li> <li>3. Forward arabesque spiral on a straight line R or L</li> <li>4. Lunge - R or L</li> <li>5. T-stop - R or L</li> </ol>
<p><b><u>Basic 2</u></b></p> <ol style="list-style-type: none"> <li>1. Forward one foot glide - either foot</li> <li>2. Two foot turn in place - forward to backward</li> <li>3. Backward two foot swizzles 6 - 8 in a row</li> <li>4. Forward alternating ½ swizzle pumps, in a straight line across width of ice</li> <li>5. Moving snowplow stop</li> </ol>	<p><b><u>Basic 7:</u></b></p> <ol style="list-style-type: none"> <li>1. Forward inside open Mohawk - R to L and L to R</li> <li>2. Ballet Jump either direction</li> <li>3. Back crossovers to a back outside edge landing position clockwise and counter clockwise</li> <li>4. Forward inside pivot</li> </ol>
<p><b><u>Basic 3</u></b></p> <ol style="list-style-type: none"> <li>1. Forward stroking</li> <li>2. Forward ½ swizzle pumps on a circle, either clockwise or counter clockwise 6 -8 consecutive</li> <li>3. Moving forward to backward two foot turn in either direction</li> <li>4. Backward one foot glide - either foot</li> <li>5. Two foot spin</li> </ol>	<p><b><u>Basic 8:</u></b></p> <ol style="list-style-type: none"> <li>1. Moving forward outside or forward inside three turns R &amp; L</li> <li>2. Waltz jump</li> <li>3. Mazurka in either direction</li> <li>4. Combination move - clockwise or counter clockwise - two forward crossovers into FI Mohawk, step behind, step into one back crossover and step to a forward inside edge</li> <li>5. Beginning one-foot upright spin - optional free foot position</li> </ol>
<p><b><u>Basic 4</u></b></p> <ol style="list-style-type: none"> <li>1. Forward outside edge on a circle clockwise or counter clockwise</li> <li>2. Forward crossovers 6-8 consecutive both directions</li> <li>3. Forward outside three turn - R &amp; L</li> <li>4. Backward stroking</li> <li>5. Backward snowplow stop - R or L</li> </ol>	

## Free Skate Programs 1-6 with music

- To be skated on full ice
- **Vocal music is NOT allowed**
- The skating order of the required elements is optional. The elements are not restricted as to the number of times the element is executed or length of glides, number of revolutions, etc. unless otherwise specified.
- The skater may use elements from a previous level.
- Deductions will be made if elements from a higher level are performed
- Time: 1:30 +/- 10 seconds

<p><b>Freeskate 1</b></p> <ol style="list-style-type: none"> <li>1. Advanced Forward stroking. 4-6 strokes</li> <li>2. Forward outside or inside consecutive edges, 2-4</li> <li>3. Scratch spin from back crossovers</li> <li>4. Waltz jump from back crossovers</li> <li>5. Half flip jump</li> </ol>	<p><b>Freeskate 4</b></p> <ol style="list-style-type: none"> <li>1. Spiral sequence: FI spiral, FI Mohawk, BO spiral R or L</li> <li>2. Forward power 3's, 2-3 consecutive R or L</li> <li>3. Sit spin</li> <li>4. Loop jump</li> <li>5. Waltz jump/loop jump</li> </ol>
<p><b>Freeskate 2</b></p> <ol style="list-style-type: none"> <li>1. Forward outside spiral R or L</li> <li>2. Waltz three's R or L</li> <li>3. Beginning back spin</li> <li>4. Waltz jump, side toe hop, waltz jump</li> <li>5. Toe loop</li> </ol>	<p><b>Freeskate 5</b></p> <ol style="list-style-type: none"> <li>1. Spiral sequence: FO spiral, FO 3-turn, 1 back crossover Backward inside spiral, R or L</li> <li>2. Camel spin</li> <li>3. Forward upright spin to back upright spin</li> <li>4. Loop/loop combination jump</li> <li>5. Flip jump</li> </ol>
<p><b>Freeskate 3</b></p> <ol style="list-style-type: none"> <li>1. Forward crossovers in a figure 8</li> <li>2. Advanced forward outside swing rolls 4-6</li> <li>3. Back spin</li> <li>4. Salchow</li> <li>5. Waltz jump/Toe loop or Salchow/toe loop</li> </ol>	<p><b>Freeskate 6</b></p> <ol style="list-style-type: none"> <li>1. 5 step Mohawk sequence, 1 set alternating patterns</li> <li>2. Camel/sit spin combination, min of 4 revolutions total</li> <li>3. Split or stag jump</li> <li>4. Waltz jump/1/2 loop /Salchow combination</li> <li>5. Lutz jump</li> </ol>



### ELEMENTS TEST LEVEL CHART

Level Passed	Competition Level	OFFICIAL TESTS ALLOWED
Snowplow Sam 1	Snowplow Sam only	NONE
Snowplow Sam 2	Snowplow Sam only	NONE
Snowplow Sam 3	Snowplow Sam only	NONE
Basic 1	Basic 1 ONLY	NONE
Basic 2	Basic 2 ONLY	NONE
Basic 3	Basic 3 ONLY	NONE
Basic 4	Basic 4 ONLY	NONE
Basic 5	Basic 5 ONLY	NONE
Basic 6	Basic 6 ONLY	NONE
Basic 7	Basic 7 ONLY	NONE
Basic 8	Basic 8 ONLY	NONE
Free skate 1	Free skate 1 or 2 NOT BOTH	Pre-Preliminary MIF ONLY
Free skate 2	Free skate 2 or 3 NOT BOTH	Pre-Preliminary MIF ONLY
Free skate 3	Free skate 3 or 4 NOT BOTH	Pre-Preliminary MIF ONLY
Free skate 4	Free skate 4 or 5 NOT BOTH	Pre-Preliminary MIF ONLY
Free skate 5	Free skate 5 or 6 NOT BOTH	Pre-Preliminary MIF ONLY
Free skate 6	Free skate 6 or Beginner** NOT BOTH	Pre-Preliminary MIF ONLY

### PROGRAMS WITH MUSIC TEST LEVEL CHART

Level Passed	Competition Level	OFFICIAL TESTS ALLOWED
Snowplow Sam 1	Snowplow Sam only	NONE
Snowplow Sam 2	Snowplow Sam only	NONE
Snowplow Sam 3	Snowplow Sam only	NONE
Basic 1	Basic 1	NONE
Basic 2	Basic 2	NONE
Basic 3	Basic 3	NONE
Basic 4	Basic 4	NONE
Basic 5	Basic 5	NONE
Basic 6	Basic 6	NONE
Basic 7	Basic 7	NONE
Basic 8	Basic 8	NONE
Free skate 1	Free skate 1 or 2 NOT BOTH	Pre-Preliminary MIF ONLY
Free skate 2	Free skate 2 or 3 NOT BOTH	Pre-Preliminary MIF ONLY
Free skate 3	Free skate 3 or 4 NOT BOTH	Pre-Preliminary MIF ONLY
Free skate 4	Free skate 4 or 5 NOT BOTH	Pre-Preliminary MIF ONLY
Free skate 5	Free skate 5 or 6 NOT BOTH	Pre-Preliminary MIF ONLY
Free skate 6	Free skate 6 or Beginner** NOT BOTH	Pre-Preliminary MIF ONLY

**\*\* If a skater competes up into Beginner Category (if offered) they may not go back to compete in the Freeskate Categories**

**For events that are "Beyond the Basics" (Beginner, Pre-Preliminary and Preliminary) the U.S. Figure Skating Rulebook # 1032 applies.**

# BEYOND THE BASICS TEST LEVEL CHART

<b>Compulsory Programs</b>		
<b>Level Passed</b>	<b>Competition Level</b>	<b>HIGHEST OFFICIAL TESTS ALLOWED</b>
NONE	Beginner or Pre-Preliminary NOT BOTH	Pre-Preliminary MIF
Pre-Preliminary	Pre-Preliminary or Preliminary NOT BOTH	Pre-Preliminary FS/Preliminary MIF
Preliminary	Preliminary	Preliminary FS/Preliminary MIF
<b>Programs with Music</b>		
<b>Level Passed</b>	<b>Competition Level</b>	<b>HIGHEST OFFICIAL TESTS ALLOWED</b>
NONE	Beginner or Pre-Preliminary NOT BOTH	Pre-preliminary MIF
Pre-Preliminary	Pre-Preliminary or Preliminary NOT BOTH	Pre-Preliminary FS/Preliminary MIF
Preliminary	Preliminary	Preliminary FS/Preliminary MIF

**\*\* If a skater competes in a Beginner Category or higher  
 they may not go back to compete in the Basic Skills Free skate Categories  
 If a skater has passed the Pre-Juvenile Moves in the Field or higher,  
 they may not compete in an approved Basic Skills competition.**

# BEYOND THE BASICS EVENTS

## ADDITIONAL COMPULSORY AND FREE SKATING EVENTS

Additional events may be included in a Basic Skills Competition. No sanction is required to add these events. The elements in these events may change based on your demographic area.

### COMPULSORY EVENTS:

**Beginner (No Test) Compulsory Program** - May not have passed any official U.S. Figure Skating Free Skating tests.

Time: 1:00 max

1. Waltz jump
2. Salchow jump
3. Half flip or half Lutz jump
4. Upright scratch spin (min. 3 revolutions)
5. Forward spiral

**Pre-preliminary Compulsory Program** - Must have passed no higher than U.S. Figure Skating Pre-preliminary Free Skating test.

Time: 1:00 max

1. Flip jump
2. Combination jump consisting of any two single jumps (No Axel)
3. Split jump
4. Sit spin (min. 3 revolutions)
5. Forward outside spiral

**Preliminary Compulsory Program** - Must have passed no higher than U.S. Figure Skating Preliminary Free Skating Test.

Time: 1:15 max

1. Single jump of choice (Axel permitted)
2. Combination jump consisting of any two single jumps (may not repeat single jump selected above)
3. Camel spin (min. 3 revolutions)
4. Combination spin (no change of foot)
5. Footwork sequence – straight line or diagonal

### FREE SKATE EVENTS:

**Limited Beginner Free Skate Program** - May not have passed any official U.S. Figure Skating Free Skating tests.

Time: 1:30 +/- 10 seconds

A well-balanced program consisting of half jumps only, salchow and toe loops, combinations consisting of these jumps only, upright forward one and two foot spins, one step sequence and/or spiral sequence. No flying spins or combination spins are permitted.

**Beginner (No Test) Free Skate Program**- May not have passed any official U.S. Figure Skating Freeskating tests. (Refer to the Rulebook #3721)

Time: 1:30 +/- 10 seconds

A well-balanced program consisting of single jumps (no axel or doubles permitted), at least one jump combination or series, a minimum of two spins of a different nature and one step or spiral sequence.

**Pre-preliminary Free Skate Program A and B** - Must have passed no higher than U.S. Figure Skating Pre-preliminary Freeskating test:

Time: 1:30 +/- 10 seconds

- **Pre-preliminary Free Skate A:** A well-balanced program consisting of all single revolution jumps (no axels or double jumps permitted), single combination jumps, single jump sequences. A minimum of two spins of a different nature. One step sequence or spiral sequence.
- **Pre-preliminary Free Skate B:** A well-balanced program consisting of all single revolution jumps (axel permitted), single combination jumps, single jump sequences, no double jumps permitted. A minimum of two spins of a different nature. (Refer to the Rulebook #3711)

**Preliminary Free Skate Program-** Must have passed no higher than U.S. Figure Skating Preliminary Free Skate Test. (Refer to USFSA rulebook #3701).

Time: 1:30 +/- 10 seconds

A well-balanced program which may include all single jumps, axels and two different double jumps which may be repeated as individual jumps, jump sequences or jump combinations. A minimum of two spins of a different nature. One step sequence or spiral sequence.

#### **ADULT EVENTS:**

**Adult Basic Skills Levels** - Use elements from the Basic Skills Adult 1-4 curriculum

**Adult Bronze Compulsory and Free Skate-** Must have passed no higher than the Adult Bronze Free Skating Test. Time: 1:40 max. Refer to Rulebook #3801 for requirements.

#### **HOCKEY EVENTS:**

Use elements from the Basic Skills Hockey 1-4 curriculum.

Examples: select skills with specific criteria, timed trials of forward or backward skating skills, skating through cones, create your own drill. Tip: Discuss format and skills with the hockey director.

#### **SHOWCASE EVENTS:**

Duration: 1:30 or less - may divide into age and level categories

1. Theme of skater's choice or designated by the organization
2. May have music with words
3. Judging to emphasize interpretation of music rather than technical skills
4. Costumes that complement music

May use hand props or any items that skater can get on and off ice without assistance.

#### **BEGINNER SPINS:**

NO flying spins permitted. All spins, minimum of 3-4 revolutions. Time is contingent on number of revolutions required.

1. All upright spins
2. Sit spin
3. Camel spin
4. Combination spins

#### **DANCE- Solo or Couple**

1. Preliminary: Dutch Waltz  
Canasta Tango  
Rhythm Blues
2. Pre-Bronze: Swing Dance  
Cha Cha  
Fiesta Tango

#### **TEAM COMPULSORIES:**

1. Divide into levels according to FREE SKATE levels
2. A minimum of three skaters on a team, each skater will do one required element
3. Judging done with one mark for each element (skater) for total team points

**PAIRS COMPETITION RULES:** Elements only-no programs! Use elements from Basic Skills Pairs curriculum.

**INTERPRETIVE PROGRAM:**

**COMPETITION RULES**

The Organizing Committee must pre-select and edit musical choices appropriate for these events. During warm-up skaters will hear selection of music twice. Following the warm-up all skaters except for the first skater will be escorted to a soundproof locker room or another area of the arena. The first skater will hear the music one more time and then perform a program to the music. As each skater performs the next skater in line will be allowed to hear the music for the third time before they perform to the music. The listening skater will not be allowed to view the performing skater.

**LEVELS:**

No Basic Eight levels offered.

Levels should be broken into Free Skate Levels 1 through 6 with ages divided appropriately.

**JUDGING RULES:**

Skaters are judged on originality, pattern, technical (the ability to include jumps and spins) and music interpretation/expression.

Spins and jumps performed must be appropriate to competition level.

**TIMING:**

Music Duration Level 1 - 3: 1:15 minute

Level 4 - 6: 1:30 minute

**COACHING RULES:** There is to be no instruction allowed during this event from coaches, parents, or fellow skaters. Staging area must be kept clear except for ice monitor and listening competitor.

**BEGINNER SYNCHRONIZED SKATING:**

**OVERVIEW:** The beginner level will be offered at non-qualifying synchronized skating competitions and U.S. Figure Skating Basic Skills competitions. The intent of the level is to provide a place for Basic Skills or pre-preliminary level skaters to start. Teams competing in this level should be at approximately the **Synchro 4** level from the Basic Skills program, but not yet ready for preliminary, pre-juvenile or open juvenile. In order to safely practice and compete at this level, it is recommended that skaters have passed or can easily perform elements through at least Basic 5.

**ELIGIBILITY RULES:** All skaters on the team must either be full U.S. Figure Skating members or members of the U.S. Figure Skating Basic Skills program. The team may choose to represent a U.S. Figure Skating club or their Basic Skills Program/Club. Members of other organizations are eligible to compete, but must be registered with the host Basic Skills Program/Club or any other Basic Skills Program/Club of their choice.

In order for the team to be eligible for this event, no skaters on the team may have passed higher than the preliminary or adult bronze test in any discipline.

**AGE / NUMBER OF SKATERS:** There are no age requirements or restrictions for this event. Skaters may be of any age. Teams must be comprised of 8 – 16 skaters.

**PROGRAM DURATION:** Teams will skate a program to music of their choice of 1 ½ – 2 minutes. There are no restrictions or requirements on music choice.



## BEGINNER SYNCHRONIZED SKATING

**PROGRAM REQUIREMENTS:** The competitive program shall consist only of the following required elements skated in any order. Teams should link the elements together with steps and a minimum of stopping in the program. Teams are not allowed to perform any additional elements. Coaches should refer to the U.S. Figure Skating Basic Skills Instructor's Manual for further details on the elements and teaching tips.

Required elements:

1. **Line**: The line must cover the whole ice surface and include forward and backward skating. There should be no change of hold, and shoulder to shoulder hold is suggested.
2. **Block**: The block should cover the entire ice surface and include two changes of axis. See the block in Synchro 2, Synchro 3 and Synchro 4 for illustrations of changing axis.
3. **Wheel**: A four-spoke wheel with backward skating that completes at least two full rotations (720 degrees). See the wheel element in Synchro 2.
4. **Intersection**: An intersection with one line on each side of the rink approaching each other. See intersection in Synchro 2 and Synchro 3. Skaters must do a one foot glide at the point of intersection. What they do after the intersection is optional.
5. **Circle**: One circle in either hand to hand or shoulder to shoulder hold. The circle must rotate at least two full rotations (720 degrees), and contain the combination element (item C) from Basic 8.

Other notes:

- Changes of direction and hold in addition to traveling are not expected. The only features that should be included are step sequences. The steps in these sequences should only be turns and free skating moves from Basic 1-8 and Free Skate 1.

**JUDGING OF THIS EVENT:** The main emphasis of this level is mastering the basic skills of synchronized skating: control in the elements, straight lines, unison, use of guiding and shadowing, etc. The focus is **not** on difficulty of the steps or transitions.



## **BASIC SKILLS/THEATER ON ICE TEAM SKATING CHOREOGRAPHIC EXERCISE**

**OVERVIEW:** Basic Skills/Theater on Ice, Choreographic Exercise has been divided into four levels (CE 1; CE2; CE 3; CE4). Each level reinforces the elements learned to receive the badges at the corresponding level. The various levels may be offered at any non-qualifying Theater on Ice skating competition or U.S. Figure Skating Basic Skills competition. The intent of the various levels is to provide a place for Basic Skills or pre-preliminary level skaters to start a Theater on Ice Team recognizing that their skating ability is not ready to enter Juvenile Team Level. In order to safely practice and compete at the various levels, it is recommended that skaters have passed the Basic Skills tests associated with the skill level at which they are skating. (See program requirements.)

**ELIGIBILITY RULES:** All skaters on the team must either be full U.S. Figure Skating members or members of the U.S. Figure Skating Basic Skills program. The team may choose to represent a U.S. Figure Skating club or their Basic Skills Program/Club. Members of other organizations are eligible to compete, but must be registered with the host Basic Skills Program/Club or any other Basic Skills Program/Club of their choice.

In order for the team to be eligible for this event, no skaters on the team may have passed higher than the preliminary or adult bronze test in any discipline.

**AGE / NUMBER OF SKATERS:** There are no age requirements or restrictions for this event. Skaters may be of any age. Teams must be comprised of 8 – 16 skaters

**PROGRAM DURATION:** Teams will skate a program to music of their choice of 1 ½ min. +/-10 sec. There are no restrictions or requirements on music choice but each level has a different THEME, CHOREOGRAPHIC PROCESS and MOVEMENT OF GESTURE (See program requirements).

**JUDGING:** The main emphasis of each level is mastering the basic skills of Theater on Ice and showing control in the elements from the badge levels required. The focus is not difficulty, but the understanding of the various parts of the Choreographic Exercise. Judges should be selected from those that have participated in a PSA or USFS Schools/ Seminars where Theater on Ice has been discussed.

## **BASIC SKILLS/THEATER ON ICE TEAM SKATING CHOREOGRAPHIC EXERCISE**

**PROGRAM REQUIREMENTS:** The competitive programs shall consist only of the following required elements skated in any order. Teams should link the elements together with steps and a minimum of stopping in the program. Coaches should refer to the U.S. Figure Skating Basic Skills Instructor's Manual for further details on the elements and teaching tips.

### **TOI/CE 1**

- **THEME: JOY**
- **CHOREOGRAPHIC PROCESS - REPETITION**  
(To be repeated on given movement several times. This repetition may be done right away or delayed, with repetitions of the same movement now and again in the performance)
- **MOVEMENT OF GESTURE - RAPID MOVEMENT**  
Program length is 1 ½ mi. +/- 10 sec. Program may only contain elements from U.S. Figure Skating Basic Skills 1 - 4 Badges

### **TOI/CE 2**

- **THEME: FEAR**
- **CHOREOGRAPHIC PROCESS - CASCADE**  
(This effect is produced from one single movement which is performed successively by several skaters with a short time delay between one and the next)
- **MOVEMENT OF GESTURE - ROUND MOVEMENT**  
Program length is 1 ½ min. +/- 10 sec. Program may only contain elements from U.S. Figure Skating Basic Skills 4-8 Badges

### **TOI/CE 3**

- **THEME: ANGER**
- **CHOREOGRAPHIC PROCESS - MIRROR**  
(An imitation done symmetrically)
- **MOVEMENT OF GESTURE - SHARP MOVEMENT**  
Program length is 1 ½ min. +/- 10 sec. Program may only contain elements from U.S. Figure Skating Free Skate 1-3 badges

### **TOI/CE 4**

- **THEME: GROWTH**
- **CHOREOGRAPHIC PROCESS - CANON**  
(Repetition of the same choreographic movement by several skaters who execute it one after the other with a regular connecting step )
- **MOVEMENT OF GESTURE – SLOW MOVEMENT**  
Program length is 1 ½ min. +/- 10 sec. Program may only contain elements from U.S. Figure Skating Free Skate 4-6 badges

**SUGGESTIONS FOR STARTING A TEAM:** Skaters who have already entered the basic skills program and clubs and coaches can add an additional sign up for the Theater on Ice program. Most Basic Skills programs do 30 min. lessons so Team could use ½ ice and the other ½ is for free time. Program could be set on ½ ice and then once or twice a month provide full ice for practice; schedule this in advance and only use ten minutes. After a program is done, test it then register with TOI and proceed to do this at a basic skills competition or encourage open or invitational competitions to include the event. **CE 4 BADGE WILL BE INCLUDED IN THE 2007 INTERNATIONAL COMPETITION OF THEATER ON ICE.**



# U. S. Figure Skating Basic Skills Program

## SPECIAL OLYMPICS BADGE PROGRAM

The Special Olympics Sports Skills Program is designed for people with mental handicaps who may exhibit any number of physical impairments. The Special Olympics Figure Skating Badge Program allows athletes to learn skills in a progressive order and earn badges at each level. Athletes who complete the Special Olympics Badge Program will be prepared to move into the existing badge program at local rinks.

### Badge 1

- A. Stand unassisted for five seconds
- B. Fall and stand up unassisted
- C. Knee dip standing still unassisted
- D. March forward ten steps assisted

### Badge 2

- A. March forward ten steps unassisted
- B. Swizzles, standing still: three repetitions
- C. Backward wiggle or march assisted
- D. Two foot glide forward for distance of at least length of body

### Badge 3

- A. Backward wiggle or march
- B. Five forward swizzles covering at least ten feet
- C. Forward skating across the rink
- D. Forward gliding dip covering at least length of body: L & R

### Badge 4

- A. Backward two foot glide covering at least length of body
- B. Two foot jump in place
- C. One foot snowplow stop: L & R
- D. Forward one foot glide covering at least length of body: L & R

### Badge 5

- A. Forward stroking across rink
- B. Five backward swizzles covering at least ten feet
- C. Forward two foot curves left and right across rink
- D. Two foot curves left and right across rink

### Badge 6

- A. Gliding forward to backward two foot turn
- B. Five consecutive forward one foot swizzles on circle: L & R
- C. Backward one foot glide length of body: L & R
- D. Forward pivot

### Badge 7

- A. Backward stroking across the rink
- B. Gliding backward to forward two foot turn
- C. T-stop left of right
- D. Forward two foot turn on a circle: L & R

### Badge 8

- A. Five consecutive forward crossovers: L & R
- B. Forward outside edge: L & R
- C. Five consecutive backward ½ swizzles on a circle: L & R

### Badge 9

- A. Forward outside three turn: L & R
- B. Forward inside edge: L & R
- C. Forward lunge or shoot the duck at any depth
- D. Bunny hop

### Badge 10

- A. Forward inside three turn: L & R
- B. Five consecutive backward crossovers: L & R
- C. Hockey stop
- D. Forward spiral three times length of body

### Badge 11

- A. Consecutive forward outside edges: minimum of two on each foot
- B. Consecutive forward inside edges: minimum of two on each foot
- C. Forward inside Mohawk: L & R
- D. Consecutive backward outside edges: minimum of two on each foot
- E. Consecutive backward inside edges: minimum of two on each foot

### Badge 12

- A. Waltz jump
- B. One foot spin: minimum of three revolutions
- C. Forward crossover, inside Mohawk, backward crossover, step forward: step sequence should be repeated clockwise and counter clockwise
- D. Combination of three moves chosen from badges 9-12

# SUGGESTED JUDGING CRITERIA

Guidelines for using the sample Basic Skills Competition Judges Sheets (contact Headquarters if you wish to have a sample set of excel spreadsheets e-mailed to you)

- 1) Discuss with the panel what the median mark is for each Event.
  - Snowplow Sam-Basic 8                    1.5
  - Freeskate 1-6                                2.0
  - Beginner- Preliminary                    2.5
  
- 2) For the Elements and Compulsory Events- the Required Elements breaks the tie
  
- 3) For the Freeskate Events (with music)- the Presentation Mark breaks the tie
  
- 4) Use the spaces below each listed element on the Judges Sheets to make comments, write + or -, use checks, or any other grading system to rate skaters elements.
  
- 5) Use the Marks category for the final score.
  
- 6) Please note these deductions are only an example. Judges must be familiar with the required elements in each level. Discuss the base mark point value (i.e. 2.5 on the 6.0 scale) and recommended list of deductions with your judging panel BEFORE the competition. Have a list of these on each sheet for reference during the competition. Remember the mission statement for Basic Skills Competitions.
  - 0.2                    For each element included from a higher level
  - 0.1                    Omission of required element
  - 0.1-0.2              Not according to requirements/rules

Falls and poor quality can be reflected in a lower base mark.
  
- 7) The Referee should have a Basic Skills Instructor Manual, a Rulebook, a copy of the Competition Announcement and a copy of the Competition Manual with them during the competition. When a skater performs an element from a higher level, the necessary deductions should be applied.

## ORGANIZATION OF THE COMPETITION

### **The Organizing Committee**

The Organizing Committee is the group of people who will be responsible for organizing and running the competition. This committee should include a Chair, a Co-Chair, and a Treasurer. If the competition will be large, it is advisable to have a Co-Chair to share the primary responsibilities. The Co-Chair should be the next person in charge in the event that the chair cannot fulfill his/her duties.

Remember, if you want to plan a competition and do not have a lot of volunteers, it is possible to handle all aspects of a Basic Skills competition with two to five people. Additional help of up to ten people will be needed the day before the competition and the day of the competition. However, it is advisable to have some reliable committees to relieve the Chair/Co-Chair of some responsibilities.

**Competition Chair:** This person is responsible for delegating responsibilities to ensure that the competition runs smoothly, efficiently and successfully, from the planning stages to completing the post-competition reports. The Chair selects committee members who are reliable, qualified and committed to the sport. The Chair is also responsible for setting up the competition dates through the rink, preparing the facilities, obtaining judges, and establishing the judging schedule.

It is imperative that the Chair and/or Co-Chair be available at the competition at all times.

**Competition Co-Chair:** This person should be knowledgeable about all aspects of the competition and available to assume any or all responsibilities of the competition should the need arise. The competition Co-Chair must also be able to assist the various committees whenever necessary.

### **The Chair and Co-Chair should undertake responsibility for the following:**

- **Selecting Events**

You may choose which events to offer (i.e. Elements, Compulsory Programs, Basic Programs, Free Skating events with music) for your competition taking into consideration the needs and levels of the skaters in your program and/or surrounding area. However, the events that you choose must follow the “Required Elements for Basic Skills Competitions” listed under event categories. Please refer to the section on required elements listed in this manual.

- **Setting Dates**

Take into consideration other competitions and community activities going on in tandem with or around the dates you have chosen. You will want to attract as many competitors as possible. Try to pick several dates that will work and then contact the arena personnel to tentatively book ice. You may have to negotiate here, both for time and a better price. Keep in mind that many competitions and other activities are arranged as much as a year in advance.



14. Entry Form: Design this form to be as clear and concise as possible. Remember this may be a “first” experience in filling out such a form. Forms should include the following information:
- A. Skater’s name (printed for easy reading)
  - B. Address including zip code
  - C. Daytime/evening phone number
  - D. E-mail address
  - E. Basic Skills membership # or full membership #
  - F. Birth date (Very Important!)
  - G. Gender
  - H. Last skating level passed
  - I. Name of partner (if applicable)
  - J. Name of home club/or rink
  - K. Name/phone number of instructor
  - L. Event categories listed (space for checking off which events competitor is entering).
  - M. Event fees and space for computation of fees
  - N. Liability Waiver - most competitions now include a waiver to be signed by skater/parent on the entry form. This is necessary for your records (refer to CR 10.12 rulebook).
  - O. Signatures are **MANDATORY**
    - 1. Skating director must be a registered Basic Skills Director or authorized club/group person to verify test level & membership status
    - 2. Current class instructor must be registered Basic Skills Instructors
    - 3. Parent/competitor
    - 4. Liability signature; parent or guardian

**By asking for the instructors and an authorized group/club person’s signature on the entry form, you can help ensure that the skater has entered the appropriate event. It is strongly recommended that the instructor and authorized club/group member only sign AFTER the parents have filled out the form to ensure correctness.**

15. Map/Lodging: Provide a map and available lodging. Also include directions to the skating facility being used.
16. General Information: Skaters at Basic Skills levels and/or skating parents are often very unfamiliar with different levels of competition. Level titles included in the next several pages will be required at all competitions in an effort to standardize competitions throughout the U.S.

**A copy of the announcement must be forwarded to the Basic Skills Committee representative for approval and issuance of a Basic Skills Approval number. This needs to be accomplished 30 days before distribution of the announcement to the public.**

**Again, it is very important to the success of the competition that skaters are placed in the correct levels. If, for whatever reason, the Competition Organizing Committee discovers that a skater has been placed in an incorrect level, the Chair and Referee will have the option to move the skater into the proper level, even if this has to be done the day of the competition. This will ensure that every event is as fair as possible to the competitors.**

Skaters are required and restricted to competing at the levels prescribed in the Eligibility Rules on page 4. It is wise to state these limitations in your announcement.

If it comes to your attention that a skater has signed up for the wrong level, and the schedule has already been finalized, you will have to make some re-arrangements to place that skater in the proper level even if the realization is made on the day of the competition.

### **Judges/Officials**

It is recommended that you have at least one official U.S. Figure Skating judge on each panel of three judges. The competition chair may wish to enlist a referee who may assist in the selection of the additional judges and officials and to serve as liaison between the judges, accountants, and skaters. Contact your Regional Vice Chair of Judges for a list of prospective judges or trial judges in your area. Check the Rule Book for direction on this.

The chief referee may also be expected to schedule the judges' rotation for the events and handle any disputes that may occur. Invite judges and officials (i.e., referee, accountant etc.) as soon as announcement is complete and has been approved. Make sure that the panel of selected judges has familiarity with the Basic Skills curriculum and event structure.

The Basic Skills Competition (for Snowplow Sam through Free Skate 6 events only) may use qualified skaters and/or instructors who are 16 years of age or older and/or persons who are trial judging for appointments. This should be an unbiased group.

Try to use your Basic Skills instructors to actually run the logistics of the competition, particularly if you do not have a lot of volunteers. They can get skaters lined up, get them to the place where they go on the ice, meet them when they come off the ice, and take them for pictures and awards. They are usually very knowledgeable in any capacity you may have a need for them.

Schedule judges panels in 45-60 minute blocks. Provide judges with at least a 15 minute break between assignments and 45-60 minutes for meals. Each panel of judges should designate a referee or spokesperson for that panel. Make sure the judges are well informed as to what you expect of the competitors (taken from your exact requirements listed in the announcements) so that they are able to make deductions as needed. Instruct the judges to do their best to avoid ties but plan your medal needs based on several ties.

**Schedule a judges meeting prior to the beginning of the competition to familiarize them with the logistics and events of your competition. Make sure to discuss deductions for illegal moves.**

**Budget:**

Set up a tentative budget of income and expenses i.e.

- Revenue:** Entries  
Late entries  
Sale of practice ice  
Sale of souvenirs  
Sale of flowers  
Video and/or photographers  
Sale of results  
Sale of additional programs  
Vendor fees/commissions (check policy about outside vendors)
- Expenses:** Ice Time  
Reimbursement for officials travel expenses  
Room Rental  
Printing:  
- Announcement  
- Program  
- Signs  
Postage  
Hospitality - food/other  
Competitor packet contents  
Awards (medals & ribbons)  
Officials gifts  
Possible refunds  
Purchase costs of flowers to sell

**Treasurer**

This person is responsible for maintaining the competition budget, accounts receivable and accounts payable. He/she should complete a financial statement at the conclusion of the competition that will be submitted to the competition chairman. It may be necessary to open a special bank account for this competition for which there should be two signatures on file. Sometimes it is possible to run this competition through a club or group account thus saving the expense of opening a special account.

**Committees:**

Depending on the size of the competition, many of the committees and/or responsibilities can be combined. The following should be covered by committees:

- **Accounting:** This committee is responsible for setting up the accounting area and providing the necessary supplies as requested by the selected accountants. It is strongly recommended that the services of an official accountant be acquired. Accounting may be done manually or by computer as needed. The accountant will generate a skating order for each event that should be posted and distributed as indicated before the competition begins. A recommended list of deductions can be found after the "Events" section of this manual. The accountant will direct the judges as to how they wish the score sheets to be filled out, will tabulate the judges' score sheets and generate a results sheet that can be used for awards.

- **Announcing:** It is important that the announcer(s) selected keep the events moving as scheduled and even make up a little time where necessary. He/she should be organized, articulate and should have a reasonable knowledge of the sport. Announcers should not be required to work in shifts of more than two hours at a time. It is suggested that a “script” be prepared ahead of time. The announcer(s) should be provided with a “skating order” for each event (generated in Accounting) and an up-to-date time schedule of the events on a clipboard with pencils.
- **Music:** This committee organizes and plays the music used during the competition. The music coordinator should see that a complete set of proper labels for your competition is given to the registration people along with a portable tape player to check tapes when they are turned in. This committee is also responsible for ensuring that the music equipment including proper hookup to arena speaker system is available along with microphones for announcing. There should be back up equipment in case of emergency.
- **Ice Monitors:** These individuals will be located at the entrance to the ice surface and will inform the skaters and coaches of the skating order during the competition. They help keep the competition running on schedule by announcing and finding the competitors, with the help of a runner, for warm-up groups. The ice monitors will need some kind of communication with the announcer, referee and music personnel so that any changes can be communicated quickly. For the Elements and Compulsory Events, when there are multiple groups competing on the ice at the same time, work out the traffic pattern prior to the start of the event and keep it consistent during these events.
- **Runners:** The runner’s main function is to help the ice monitors locate missing skaters and to deliver the judges’ papers to the accounting room as quickly as possible. They may also be expected to post results and run errands as needed for the officials.
- **Ushers/Security:** If it is expected that your event will draw a large audience, you may wish to have several people perform usher/security duties. These volunteers have two duties: (1) Assist skaters and spectators in finding dressing rooms, spectator seating, etc. and minimize traffic in the stands and in skater, official and accounting areas. (2) Assist with making informational signage to be posted throughout various competition areas in the arena. This information includes: award time schedules, location of the area where the awards will be given, location of the rest rooms, reminder signs i.e., “pick up music at registration after competition” and any other information that will facilitate getting around your rink more comfortably.
- **Arena:** A designated person will be responsible for coordinating with the arena personnel, schedule times, special use of space, locker rooms, rest room maintenance, music equipment, judging areas, benches, floor mats, allocation of rooms, etc. If possible make a written checklist for the personnel and also, if possible, allow a little time for your group to clean up and clear out of the facilities following the competition.



- **Awards:** This committee is responsible for obtaining competition awards, making sure an award presentation area is available, and scheduling the presentation of awards. This is a good area to make use of your photographer for photo opportunities. Suggested Awards: Medals for 1st, 2nd, and 3rd place. Ribbons may be used for all remaining competitors in each group. These can usually be purchased locally at a modest price. Scheduling of awards should be posted around the rink. There is less confusion if the awards are done for each group as soon as the results are posted. Some competitions do them for several groups during the ice resurfaces. However, do whatever meets your needs the best.
- **Promotion and Publicity:** This committee is responsible for publicizing the competition via local media i.e., television, radio, local newspapers. A detailed media release may be prepared and sent out several weeks prior to the competition and follow-up contact should be made about a week before the competition. After the competition, results may be reported to those who have received the media releases. The committee members and the instructors are instrumental in promoting the competition at your skating facility to in-house skaters and within the local skating community. Arena management may also be contacted for assistance.
- **Sponsors:** Corporate/business sponsorship is difficult to obtain. If you plan to solicit sponsors take the time to prepare a professional, well-planned kit. Sponsorship is a lot more than just having a business donate money, a product or service to your group. You must sell your event to the sponsor in a way indicating how the sponsor will benefit. If you know someone to contact inside a company who allocates the sponsorship funds, services or products, use those sources to make initial contact with the company.
- **Program:** If a program will be published, this committee arranges all aspects of program creation, including typesetting, layout and printing of the program, and soliciting advertising if desired. The program will include the skating schedule and the individual events with the names of the entrants in each group. If compulsories are being offered, designate the exact end of the rink for each event. There should be an acknowledgment of the competition officials and judges. A letter from the competition chairman is also appropriate. Program costs can be covered by selling advertisements. A simple program can be created by someone on the committee, put on a computer word processing program and printed at a local printing company at a modest expense to the competition. It can be assembled and stapled by your committee people very efficiently. Determine whether the programs will be complimentary or whether they will be sold at the competition. If they are to be sold, decide on a modest price as well as deciding if any complimentary copies will be available to skaters and officials.
- **Souvenir Sales:** If souvenirs or skater services are to be available, this committee can determine the items or services plus the prices.

These may include the sale of the following items with your competition logo:

- Sweatshirts
- T-shirts
- Mugs

- Cups
- Water bottles
- Hats

Fresh flowers may be sold properly wrapped for presentation.

An engraver may be provided to engrave medals before people leave the competition. A photographer/videographer should be made available.

You may wish to contact clothing, jewelry, miscellaneous vendors to come to your competition if you have space available. A one-time space charge could be made. Remember, you are making friends for the future, perhaps larger competitions, so it might be wise to keep charges modest.

***Caution: Be sure to check with your arena management regarding any contractual agreements they may have with their pro shop before inviting vendors.***

- **Medical:** While it is hoped that no medical problems arise, plans must be formulated for medical emergencies. If you have a club/group member who is a physician or nurse, perhaps that person will be willing to be responsible for this area. He/she can determine what type of medical assistance is necessary for the event. It may be advisable to send advance notice of the competition to your local police and medical services team in case of a serious emergency situation.
- **Registration:** This committee has a broad range of responsibilities. The Registration committee can be your greatest asset when it comes to accommodating the new competitor and the parents. This is the first contact of the day and can make or break attitudes towards your competition. The committee's responsibilities include receiving entries, receiving income, reviewing skater eligibility, setting up each event and determining the entrants in each event. They are also responsible for disseminating information on the skating events and the approximate time of each individual's event through some form of communication i.e., the posting of skating times on the official bulletin board, if this is a closed competition, or by mail to each entrant if this is an open competition. Remember to inform all skaters to be at the rink and checked in at least 45 minutes prior to their event as they will be scratched from that event if they are not on time. All of the above information should be given to the accountant along with a copy of the official announcement and the judge's schedule.
- **Event Time Scheduling:** To determine the amount of ice time needed for the entire competition, take the entry forms and separate them by level, age, and gender. Boys and girls may be grouped together, but wherever it is possible it is advised to keep family members separate. Groups should be made up of six skaters, no more than eight. When more than one group is needed, divide the competitors by age. Add the times together from all of the events for the total amount of ice time required. Remember to note multiple events if a skater will be competing in more than one event. Since your competition will likely be run in one day, try to space entrants doing several events in a manner so that they will have time to get a breather or change clothing as needed.

Depending on the ice surface size, the ice can be divided into sections so that multiple events can occur at the same time. If possible keep these events to one on each end of the ice surface. Consider this factor when scheduling the events and when acquiring judges. Inform the skaters which end of the ice they will be skating on.

From the total events you have and from the number of skaters skating in more than one event, design a schedule that will make running the competition as convenient as possible for all involved. Don't forget warm-ups and ice resurfacing when setting up a schedule. After all the events have been entered in a time table, thoroughly review the sheets to make sure all events and all skaters are included. This cuts down on any last minute crisis. Write the time next to each event.

Registration people are also responsible for the competitor's registration table that should be set up in a highly visible, convenient location in the rink. The table is manned according to an announced schedule by persons who are fully knowledgeable with the competition.

- **Music:** Music for the events should be turned in at the time of registration. CDs must be labeled with the skater's name and event. A full set of proper labels furnished by the music coordination group should be made up ahead of time. Music will be categorized by event and delivered to the person playing music several events before needed. All music must be returned from the music committee to the registration desk for pick up by the skater after the event is finished.

When the competitors arrive at the rink, they should be instructed to check in at the registration table immediately. The registration person will provide the competitor with the skating schedules, usually in the program, and other pertinent competition information. If skater packets are to be prepared, this committee can be responsible for assembling them prior to registration and then distributing the packets to the skaters. It is wise to have someone sign for the packets as you can afford to give the packets to competitors **only**.

- **Hospitality:** These volunteers will be responsible for providing hospitality for skaters, judges, volunteers, and coaches. For the officials, volunteers and coaches, refreshments should be readily available throughout the competition. You may want to provide snacks and, depending on the length of the competition, also provide a light meal or two. This committee is also responsible for planning any judges' and officials' receptions, competitor parties, etc.

Volunteers are the backbone of every organization. Express your appreciation for their efforts by providing a comfortable hospitality area with a variety of refreshments. Don't forget the coaches; they too will welcome a cup of coffee and a place to sit for a few minutes.

A little extra effort in this area will go a long way in making your competition a success and your volunteers willing to do it again.

## **TIME LINE FOR COMPETITION ORGANIZATION**

### **Four months prior to event:**

- Select Chair/ Co Chair/ Treasurer
- Determine dates
- Contact rink manager
- Create announcement
- Apply for approval of Basic Skills competition and Basic Skills approval number
- Apply for a sanction if offering events Pre-Juvenile and beyond
- Formulate initial budget - particularly the source of funding for printing and mailing (needed up front)

### **Three months prior to event:**

- Check on respective approvals if not already received
- Invite judges and officials if sanctions have been received
- Estimate number of medals/ribbons needed
- Contact vendors regarding availability and lead time necessary for ordering
- Make contacts with vendors and inform them of competition dates and schedules, and inquire if they wish to commit for your event

### **Two months prior to event:**

- Send announcement and entry forms out to competitors
- Host a meeting with committee people
- Make all banking arrangements
- “Sell” the competition through members and instructors at your rink
- Solicit any competition sponsors/free gifts

### **Four to five weeks prior to event:**

- Entry Deadline

### **Four weeks prior to event:**

- At closing date of entries work quickly to set up groups and schedule which will include ice makes and warm-up times
- Gather together program materials
- Order medals and ribbons
- Order competitor packet materials

### **Two weeks prior to event:**

- Order sale flowers
- Coordinate food/beverage needs
- Contact vendors - collect information regarding their needs
- Mail individual skating times with practice schedule to competitors
- Add information regarding general competition protocol
- Send judges' commitment confirmation along with judges' schedules
- Send accounting: (a) announcement, (b) listing of groups, (c) judges' schedule

**One week prior to event:**

- Update rink manager on needs for competition - do a “walk-thru” if possible
- Send media release out
- Be sure all competitor packet materials have arrived - begin filling packets
- Finish program contents and send to printer - if doing “in house” this can wait until day before competition

**One day prior to event:**

- Set up all areas at the arena
- Finish filling competitor packets
- Finish assembling programs if done “in house” or see that they have been delivered from the printer
- Sort out awards and decide how they will be handled

**Day of event**

- **See that you have good ice, music, announcers, skaters, and start on time!**

**Good luck – make it a fun day for all!**

## SAMPLE ANNOUNCEMENT

LOGO/ NAME OF EVENT  
SPONSOR  
ADDRESS  
DATE

The “Tenth” annual Basic Skills Competition (title) sponsored by (name of club and street, city, state and zip code) will be held at (location where competition is to be held) on (day, date, and year).

### ELIGIBILITY RULES FOR PARTICIPANTS

The competition is open to ALL skaters who are current eligible (ER 1.00) members of either the Basic Skills Program and/or are full members of U.S. Figure Skating. To be eligible, skaters must have submitted a membership application or be a member in good standing. Members of other organizations are eligible to compete but must be registered with the host Basic Skills Program/Club or any other Basic Skills Program/Club.

Eligibility will be based on skill level as of closing date of entries. All SNOWFLOW SAM and BASIC SKILLS SKATERS THROUGH BASIC 8 must skate at highest level passed and NO official U.S. Figure Skating tests may have been passed including MIF or Individual Dances.

Skaters in other events may skate at highest level passed OR one level higher BUT not both levels in the same event during the same competition and may have passed Pre-Preliminary Moves in the Field. For events that are “Beyond the Basics” (Beginner, Pre-Preliminary and Preliminary) the U.S. Figure Skating Rulebook # 1032 applies (*Basic Skills Competitions may include events for skaters who have passed no higher than the preliminary moves in the field, preliminary freeskating, preliminary dance or adult bronze freeskating tests without applying for a U.S. Figure Skating sanction. However, an approval number is required from the appointed Basic Skills representatives, Basic Skills Committee Chair or U.S. Figure Skating Director of Skating Programs*).

Please note: If a skater competes at a non-qualifying competition in a “Beginner or No Test” category, then that skater must compete at the equivalent or higher level in a Basic Skills approved competition.

ENTRIES AND FEES -All entries must be postmarked no later than (deadline date) and are limited to the first 150 applications received. (If limitations on number of entries are needed) Late entries will be accepted only if the limit has not been reached, at the discretion of the organizers. Entry fees are per person, U.S. dollars. The first event is \$25.00 (entry fees determined by organizing group) and each additional event is \$8.00. NO refunds after closing date unless event is canceled by (organizing committee name). ENTRY FORMS MUST BE FILLED OUT COMPLETELY and returned with fee check made payable to (appropriate club or group). There will be a \$20.00 fee for returned checks.

**AWARDS** – Everyone will receive an award. All events will be final rounds. Medals will be awarded to first, second, and third places. ALL other places will receive ribbons. ALL awards will be made at appropriate times throughout the competition.

**SCHEDULE OF EVENTS** - Will be posted on the Official Bulletin Board no later than (this can be approximately four to five days prior to competition). Information regarding groups and skating times will be mailed out prior to the beginning of competition (unless you choose to do this some other way).

**PRACTICE ICE** - (Availability of practice ice needs to be decided by the organizing group) Practice ice will be available on (dates, days, specific increments of time, exact practice times). Sign in and pay \$5.00 at the door. A maximum of (number of skaters) will be allowed on the ice during any one session. You may sign up for **NO MORE THAN TWO SESSIONS** on a first come first served basis.

**MUSIC** - The music for all free skating programs and showcase must be provided on CD's by the skater. CD's should be clearly marked with the name of the skater, event entered and length of music (not skating time). Competition music is to be turned in at the time of registration. Time duration is always +/- 10 seconds.

**VIDEO TAPING AND PHOTOGRAPHS** - This will be available through (name of company) and can be arranged for at the rink. You may furnish your own tape or purchase same. Photographs will be taken of all individual children and award pictures will also be taken. (This section is at the discretion of your organizing committee).

At this point specify your events offered as described in this Basic Skills Competition manual.

## BASIC SKILLS COMPETITION ENTRY FORM (SAMPLE FORM)

Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Last First

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Area Code/Phone # \_\_\_\_\_ Birth date \_\_\_\_\_

U.S. Figure Skating number \_\_\_\_\_

Highest Level Passed \_\_\_\_\_ Last Level Passed \_\_\_\_\_

Program Affiliation \_\_\_\_\_ Instructor's name \_\_\_\_\_

**Please check the event(s) you are entering:**

**Elements:**

_____ Snowplow Sam	
_____ Basic 1	_____ Basic 5
_____ Basic 2	_____ Basic 6
_____ Basic 3	_____ Basic 7
_____ Basic 4	_____ Basic 8

**Freeskate Compulsories:**

_____ Free Skate 1	_____ Free Skate 4
_____ Free Skate 2	_____ Free Skate 5
_____ Free Skate 3	_____ Free Skate 6

**Basic Program:**

_____ Snowplow Sam	
_____ Basic 1	_____ Basic 5
_____ Basic 2	_____ Basic 6
_____ Basic 3	_____ Basic 7
_____ Basic 4	_____ Basic 8

**Freeskate Program:**

_____ Free Skate 1	_____ Free Skate 4
_____ Free Skate 2	_____ Free Skate 5
_____ Free Skate 3	_____ Free Skate 6

*Include any additional events here. Specify levels and age groups (if applicable).*

**ENTRY FEE IS \$35.00 PER EVENT, \$10 PER EACH ADDITIONAL EVENT**

First Event	\$ _____
Additional Event	\$ _____
Additional Event	\$ _____
<b>Total:</b>	\$ _____

**The completed entry form, with fees, must be postmarked no later than DATE.**

Make check or money order payable to **Program Name/Club** and mail to: **CONTACT PERSON**. For additional information call: **CONTACT PERSON**

**ENTRY FEES ARE NOT REFUNDABLE AFTER THE ENTRY DEADLINE UNLESS AN EVENT IS CANCELED.**

**Certification of Competitor: The Competitor is eligible to enter the events checked. It is agreed that the competitor and family holds the (NAME OF PROGRAM/ CLUB/ARENA) harmless from any and all liability either during practice or the competition, and from any and all liability for damages to or loss of property.**

Parent/Guardian Signature _____	Date _____
Competitor Signature _____	Date _____
Instructor Signature _____	Date _____
Program Director/Club Officer _____	Date _____









## **APPROVAL PROCEDURE FOR HOSTING A BASIC SKILLS COMPETITION**

To improve the quality and uniformity of the Basic Skills Competitions, the Basic Skills Sub-Committee **requires** all Basic Skills Competitions to follow the guidelines as set forth in the Basic Skills Competition Manual according to USFS Rulebook Rule #1532.

The **APPOINTED** Basic Skills representative must approve these competitions before the announcement is made public.

Steps to follow for approval:

1. Fill out the Basic Skills Competition approval request form.
2. Mail a copy of your competition announcement, application and approval request form to the Approval representative for your area. (List is available from Headquarters and is on the U.S. Figure Skating website.)
3. The Approval representative will issue your competition an official approval certificate.
4. Display the certificate throughout the duration of the competition.
5. Requests for approvals must be mailed to the 30 days prior to the distribution of competition materials.

Please contact Headquarters if you have any questions about hosting a Basic Skills Competition at 719.635.5200 or [www.usfigureskating.org](http://www.usfigureskating.org).



## U.S. FIGURE SKATING BASIC SKILLS COMPETITION APPROVAL REQUEST FORM

**Please complete this form and send it with a copy of your competition announcement to your U.S. Figure Skating Basic Skills Approval Designee or Headquarters for approval. Once approved, your competition information will be posted on the website.**

Title of Competition:

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Hosting Club/Program Name:

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Hosting Club/Program USFSA Number: \_\_\_\_\_

Competition Dates: \_\_\_\_\_

Type of Competition (please circle one):    Open                    In House

Competition Contact: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ E-mail \_\_\_\_\_

### FACILITY INFORMATION:

Name of Facility: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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Signature

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Date