



**Competition Logo**  
**Name of Competition**  
**Name of Host Club**  
**Dates of Competition**

(This may be a separate cover page)

The **NAME OF COMPETITION** will be conducted in accordance with the rules and regulations of U.S. Figure Skating, as set forth in the current rulebook, as well as any pertinent updates which have been posted on the U.S. Figure Skating website.

This competition is open to all eligible, restricted, reinstated or readmitted persons as defined by the Eligibility Rules, and is a currently registered member of a U.S. Figure Skating member club, a collegiate club or an individual member in accordance with the current rulebook. Please refer to the current rulebook for non-U.S. Citizens.

**SERIES INFORMATION:** If this competition has been approved by U.S. Figure Skating as part of a series (National Solo Dance, Icemen, Excel etc.), use this space to insert that information.

**ELIGIBILITY/TEST LEVEL:**

Suggested language (modify as appropriate):

**Test level:** Competition level is the highest test passed as of the entry deadline, in the discipline the skater is entering. Entrants may skate one level above that for which they qualify, but they may not skate down in any event.

**Age restrictions/requirements:** Singles free skate events (Well Balanced Program) have the following requirements.

Juvenile: Girls – 12 years of age or younger; Boys – 13 years of age or younger  
Open Juvenile: Girls – 13 years of age or older; Boys – 14 years of age or older  
Intermediate must be under the age of 18  
Adults must be 21 years of age or older

Skaters entering pre-juvenile and lower events will be divided as closely as possible by age, should the number of entries warrant more than one group.

**ENTRIES:** Modify as appropriate: Method of entries (i.e. EMS or other online tool), entry deadline, entry fees (per event, additional events, combined events, per skater/team), late fees;

**REFUND POLICY:** Suggested language, modify as appropriate: Entry fees will not be refunded after entry deadline unless no competition exists or the event is canceled. There will be no refunds for medical withdrawals. The online processing fees are not refundable. Checks returned for non-sufficient funds and contested credit card charges will be issued a **enter \$** fee. Payment of the fee will be required before the skater is allowed to participate in practice ice or events.



**SCHEDULE:** Competitors may be scheduled on any day or time for the announced dates of the competition. Notification of competition and practice ice times will be available by phone, email or mail, web.

**FACILITIES:** The competition will be held at enter name of rink, address, telephone number and website if applicable. Enter size of rink and any other pertinent information such as number of locker rooms, temperature of rink (especially if very cold), snack bars/restaurants, etc.

**MUSIC:** Enter how the competitors are to supply music (CDs [no CD-RWs], MP3s, music upload systems, etc.) The official competition music must be turned in at the registration table at the time of check-in. A duplicate CD should be readily available. Music may be picked up at the registration table following each event. Every reasonable care will be taken, but the enter club name cannot be responsible for CDs left at the end of the competition. Please have separate CDs for practice and competition.

**LIABILITY:** U.S. Figure Skating, (host club), and (name of arena) accept no responsibility for injury or damage sustained by any participant in this competition. This is in accordance with Rule 1600 of the official U.S. Figure Skating Rulebook.

**JUDGING SYSTEM:** Select and modify as appropriate to your event. Suggested language for competitions using IJS for standard competitive events:

The International Judging System (IJS) will be used for the following events: List all events you will be using the IJS system for, they will include:

All competitors skating in these events need to submit the planned program content form online. Provide information on where athlete submits form and deadline.

The 6.0 Judging System will be used for: List all events you will be using the 6.0 system for; they will include:

**REGISTRATION:** Registration will begin on enter day, date and time and end at enter day and time. Suggested language: registration will be open one to two hours before the first event and run through the last event of the day. The registration table will be located enter place (lobby of the rink, hotel, outside). Please register promptly upon arrival.

**LOCKER ROOMS AND CHANGING AREAS:** Please click here to review the Locker Rooms and Changing Area policy. More detailed information can be found in the SafeSport Handbook.

**PRACTICE ICE:** There are no rules for practice ice and it is not mandatory to offer. However, it is a courtesy and most skaters, coaches and parents have come to expect it. It is also good revenue stream for the club. Discuss this offering with your club and referee. If offered, please be concise in the announcement how it will be handled (i.e. pre-orders, walk-ons, music versus no music and of course the cost per session).

**PHOTOGRAPHY/VIDEOGRAPHY:** If these services will be offered, please describe it here.

**AWARDS:** List award types here (i.e. ribbons for 1-3<sup>rd</sup> place, medals, trophies, special awards, etc)

**OFFICIAL NOTICES:** An official bulletin board will be maintained enter location.

**Recommended language:** It is the responsibility of each competitor, parent and coach to check the bulletin board frequently for any schedule changes and/or additional information. Skaters are requested to arrive 45 minutes prior to the scheduled time of their event. A tentative schedule of events will be posted prior to the competition.

**TEST CREDIT:** Suggested language: Skaters that meet the requirements for test credit may request their test credit forms at registration. Forms must be picked up at the registration desk prior to the end of the competition. (Please consider including information such as when requests for test credit must be made [check with your chief accountant] as well as any fee you might be charging for the test credit packet).

#### **IMPORTANT NOTICE FOR ALL COACHES:**

To be a credentialed coach at a sanctioned nonqualifying competition, coaches must meet the following requirements:

##### Coaching U.S. Figure Skating athletes:

- Current member in good standing with U.S. Figure Skating
- Completed background check (green light status)
- Completed SafeSport Training\*
- Continuing Education Requirements (CERs) for the 2018-19 Competition Season
- Proof of current general liability insurance with limits of \$1 million per occurrence/\$5 million aggregate.

##### Coaching Compete USA athletes:

- Learn to Skate USA Instructor membership OR U.S. Figure Skating full membership
- Completed SafeSport Training\* (for coaches 18 years old and over)
- Completed background check (green light status) (for coaches 18 years old and over)
- Learn to Skate USA Instructor Certification completed (for coaches under 18 years old)

\*SafeSport training is available through [www.usfsaonline.org](http://www.usfsaonline.org) for full members of U.S. Figure Skating (through Learn to Skate USA portal for instructors). There is no cost to this training and certification is valid for 2 seasons

The LOC will have a list of compliant coaches who are approved to receive a credential at the competition. Coaches will need to check in at the event registration desk and show a government issued photo I.D. to receive a credential.

If a coach cannot provide a photo I.D. and is not on the list or cannot produce the necessary documents, he or she will not be allowed a credential. There can be no exceptions to this policy.

If a foreign coach has only foreign athletes at your competition, a background check and SafeSport Training is not required. Instead, the coach must submit a letter from their Federation stating they are a member in good standing.

For more information regarding Coach Compliance, please visit:

<http://usfsa.org/content/Coaches%20Requirements%20Chart.pdf>

**CONTACT INFO:** If you have questions, please contact name enter of Local Organizing Committee Chair. Include phone number, email and website, if applicable.

**ADDITIONAL INFORMATION:** Use this space to include any information you have for competitors traveling to your event, such as:

- Official hotel accommodations (are there special rates?)
- Airport information
- Merchandise pre-orders
- Website
- Tentative schedule

#### SECTION 2: Events Offered

As the host club, you may select the events you are choosing to offer and delete the event choices you aren't offering. You are responsible for securing qualified officials to officiate all events you have selected for inclusion. The links below direct you to the page with the appropriate charts. It is our recommendation that you include the links (rather than the actual charts).

See current rulebook or click [here](#) for current rules and requirements.

### **FREE SKATE & SHORT PROGRAM SINGLES**

[Snowplow Sam- Free Skate 6 Program \(with music\)](#)

[Excel Free Skate \(new for 2018-19 season\)](#)

Note to LOC: Please indicate if you are offering separate event segments or if it's a combined event, in addition to any final rounds being offered.

[Singles Short Program \(Juvenile - Senior\)](#) - Only include if not running as a combined event;

Juvenile short program is an optional event

[Singles Well Balanced Free Skate \(No Test - Senior\)](#)

[Singles Combined \(Short Program & Free Skate\)](#) (intermediate – senior only)

### **COMPULSORY MOVES – SINGLES**

[Snowplow Sam – Free Skate 6 Program](#)

[Excel Compulsory \(Excel Beginner – Excel Preliminary\)](#)

[Compulsory Moves \(No Test – Senior\)](#)

### **PARTNERED DANCE**

[Short Dance](#)

[Free Dance](#)

[Combined Dance \(Pre-juvenile – Senior only\)](#)

[Pattern Dance](#)

### **PAIRS**

[Pairs Short Program \(Novice to Senior\)](#) - Only include if not running as a combined event

[Pairs Free Skate](#)

[Pairs Combined \(Short Program & Free Skate\)](#) (Novice – Senior only)

### **SPECIALITY EVENTS - SINGLES**

[Jumps Challenge](#)

[Spin Challenge](#)

[Moves in the Field](#)

[Step Sequences](#)

### **SOLO DANCE**

Note to LOC: Please indicate if you are part of the National Solo Dance Competition Series (approved by the Program Development Committee)

[Solo Pattern Dance](#)

If not part of the Series, refer to pattern rotation [HERE](#)

[Solo Free Dance \(cannot be offered as part of the Series\)](#)

[Solo Combined Dance \(juvenile – senior only\)](#)

[Shadow Dance](#)

## **ADULT EVENTS**

[Adult 1-6 \(Program with music\)](#)

[Adult Introductory Free Skate Beginner and High Beginner](#)

[Adult 1-6 and Introductory Compulsory](#)

[Adult Singles Free Skate](#)

[Adult Compulsory Moves](#)

[Adult Jumps Challenge](#)

[Adult Spins Challenge](#)

[Adult Pairs Free Skate](#)

[Adult Pattern Dance](#)

[Adult Partnered Free Dance](#)

[Adult Solo Pattern Dance](#)

[Adult Solo Free Dance](#)

[Showcase](#)

[Theatre on Ice](#)

[Synchronized Skating](#)

**If there are additional events not listed here that you would like to include in your announcement, please consult with your RVC (contact information found on Info Sheet)**