



APPROVED BY LEARN TO SKATE USA

Competition Manual

2021 – 2022 *Updated March 29, 2022*

MISSION STATEMENT

We promote a FUN, introductory, competitive experience for all participants.

Compete USA is designed to promote a positive competition experience at the grassroots level and increased skating participation while generating enthusiasm. Compete USA competitions incorporate skills from Learn to Skate USA and U.S. Figure Skating into a competitive format that can be easily and successfully conducted by registered Learn to Skate USA programs and U.S. Figure Skating member clubs or interclubs.

The competition is open to any skater who is a current member of Learn to Skate USA or is a full member of U.S. Figure Skating. Non-members are eligible to register for competition but must be a registered Learn to Skate USA or U.S. Figure Skating member to compete. There should be no more than six competitors maximum in a group, and all six should receive an award.

Several references in this manual will be made to U.S. Figure Skating rules, which can be found in the official U.S. Figure Skating Rulebook.

The ideas presented in this manual are meant to assist you in designing and running 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.

For further information on skating, Learn to Skate USA skating programs, membership, events or any questions about the materials presented in this manual, please contact:

info@learntoskateusa.com
memberservices@learntoskateusa.com
(877) 587-1400

PRECAUTIONARY MEASURES AND RISK ASSESSMENTS

With the COVID-19 pandemic, it is important to outline measures that will be taken at the competition. While these don't have to be specific, add a statement to the announcement that the competition will follow local and state guidelines current at the time of the competition. Include a communication plan to inform participants about specifics (i.e., mask required inside except when on ice, etc.) at least a week prior to the competition so they are prepared when coming to the rink.

U.S. Figure Skating recommends that hosts have a short (two-week) registration period once the application is published. This is helpful as skaters often register at the last minute, and the LOC won't have to process as many refunds if the competition date has to move or be canceled.

Rules for Compete USA Competitions

3100 Rules for Compete USA Competitions

3110 Compete USA Competitions – Approvals

3111 Compete USA competitions may include events for skaters who have passed no higher than the preliminary free skate, pre-bronze pattern dance or adult bronze free skate tests without applying for a U.S. Figure Skating sanction. However, an approval number is required and may be obtained from the appointed Learn to Skate USA representatives. See also rule 3112.

3112 When a Compete USA competition is held in conjunction with a sanctioned nonqualifying competition, approval as required by rule 3111 above must still be obtained.

3120 Compete USA Competitions – Officials

3121 For Compete USA competitions, three judges not related to the competitors are required for each event. Judges may be any official U.S. Figure Skating or Skate Canada judge or any other qualified eligible or ineligible person in skating who is a U.S. Figure Skating member and/or a Learn to Skate USA member.

3122 For Compete USA 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.

3130 Compete USA Competitions – Announcements

3131 For all Compete USA competitions, a copy of the announcement and an approval request shall be sent to the appointed Learn to Skate USA representative for approval and issuance of a Compete USA approval number 30 days prior to the release of the competition announcement to the public. The approval is to be publicly displayed during the competition.

3132 Compete USA competitions will follow the event structure as outlined in the Compete USA Manual. Any registered Learn to Skate USA program may conduct a Compete USA competition.

3133 When Compete USA competitions are held on the home ice of a U.S. Figure Skating member club, the member club shall be designated as the sponsoring club.

3134 Compete USA competitions may be:

- A. “In house” — the competition is available only to those skaters who are members of the club or program conducting the competition, or
- B. “Open” — the competition is available to any registered Learn to Skate USA member or full U.S. Figure Skating member.

3055 Entries

At nonqualifying competitions, if only one eligible competitor/team enters an event, the competitor/team will be offered the option to skate an exhibition, compete in an equivalent event one level above or one level below (as qualified by test level) or, for pre-juvenile and lower singles events, compete in an equivalent event against skaters of the opposite gender.

- A. If said competitor chooses to skate an exhibition, judges will award their marks according to the rules and the applicable judging system used, and the competitor/team will receive first place.
- B. If said competitor chooses to compete in an equivalent event against skaters of the opposite gender, the skater will be entered accordingly.
- C. If said competitor/team chooses not to skate, the entry fee will be refunded, and the event will be canceled

ELIGIBILITY RULES FOR PARTICIPANTS

The competition is open to ALL skaters who are current members of either Learn to Skate USA and/or those who are full members of U.S. Figure Skating. Members of other organizations are eligible to compete but must be a current registered member of Learn to Skate USA or a full member of U.S. Figure Skating. There will be no more than six competitors maximum in an event, and all six should receive an award.

ELIGIBILITY AND TEST REQUIREMENTS:

Eligibility will be based on skill level as of closing date of entries. All **Snowplow Sam and Basic 1-6** skaters must skate at highest level passed or one level higher, and NO official U.S. Figure Skating tests may have been passed, including moves in the field or individual dances.

For the **Pre-Free Skate, Free Skate 1-6, Excel, Well-Balanced, Adult and Adaptive levels**, eligibility will be based only upon highest badge level or free skate test level passed. Skate United skaters have the option to compete in the standard track or Skate United badge levels; accommodations may be made upon request. Moves in the field test level will not determine a skater's competitive level. Skaters may skate at highest level passed OR one level higher but not both levels in the same event during the same competition. ****For Synchronized Skating eligibility and requirements refer to the Synchronized Skating page.****

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 (LOC) discovers that a skater has been placed in a category below his/her badge or test level, the chair and referee will have the option to move the skater into the proper level, even if it is the day of the competition. This will ensure that every event is as fair as possible to the competitors. It is an ethical violation for coaches to sandbag an event.

ELIGIBILITY RULES FOR COACHES/INSTRUCTORS

When hosting a Compete USA competition, it is important that you verify the compliance of each coach/instructor who plans to coach onsite at the event.

For credentials at a Compete USA event, coaches/instructors are required to have:

- Learn to Skate USA instructor compliant
- OR**
- U.S. Figure Skating coach compliant

If a coach/instructor attempts to work at your event without the proper credentials, he or she is in violation of U.S. Figure Skating ethics and code of conduct rules and, as such, is subject to disciplinary action.

All officials and adult volunteers attending Compete USA events must also be SafeSport Trained™

Approval Procedure for Hosting a Compete USA Competition

To improve the quality and uniformity of Compete USA competitions, the Learn to Skate USA Subcommittee **requires** all Compete USA competitions to follow the guidelines as set forth in the Compete USA Manual.

The **appointed** Learn to Skate USA representative for your region must approve these competitions before the announcement is made public.

APPOINTED REGIONAL COMPETITION APPROVAL REPRESENTATIVES:

Upper Great Lakes	Kim Johnson	kimberly.r.johnson@att.net
Southwest	Susi Wehrli McLaughlin	swehrli@usfigureskating.org
Eastern Great Lakes	Carla Bressler	cjbressler@hotmail.com
New England	Michael Masionis	icexpo@aol.com
Northwest Pacific	Patti Brinkley	pattyskate@gmail.com
Central Pacific	Patti Brinkley	pattyskate@gmail.com
Southwest Pacific	Mark Fitzgerald	m.fitzgerald@me.com
North Atlantic	Mary-Elizabeth Wightman	marye81@mac.com
South Atlantic	Kent Johnson	sk8johnson@hotmail.com

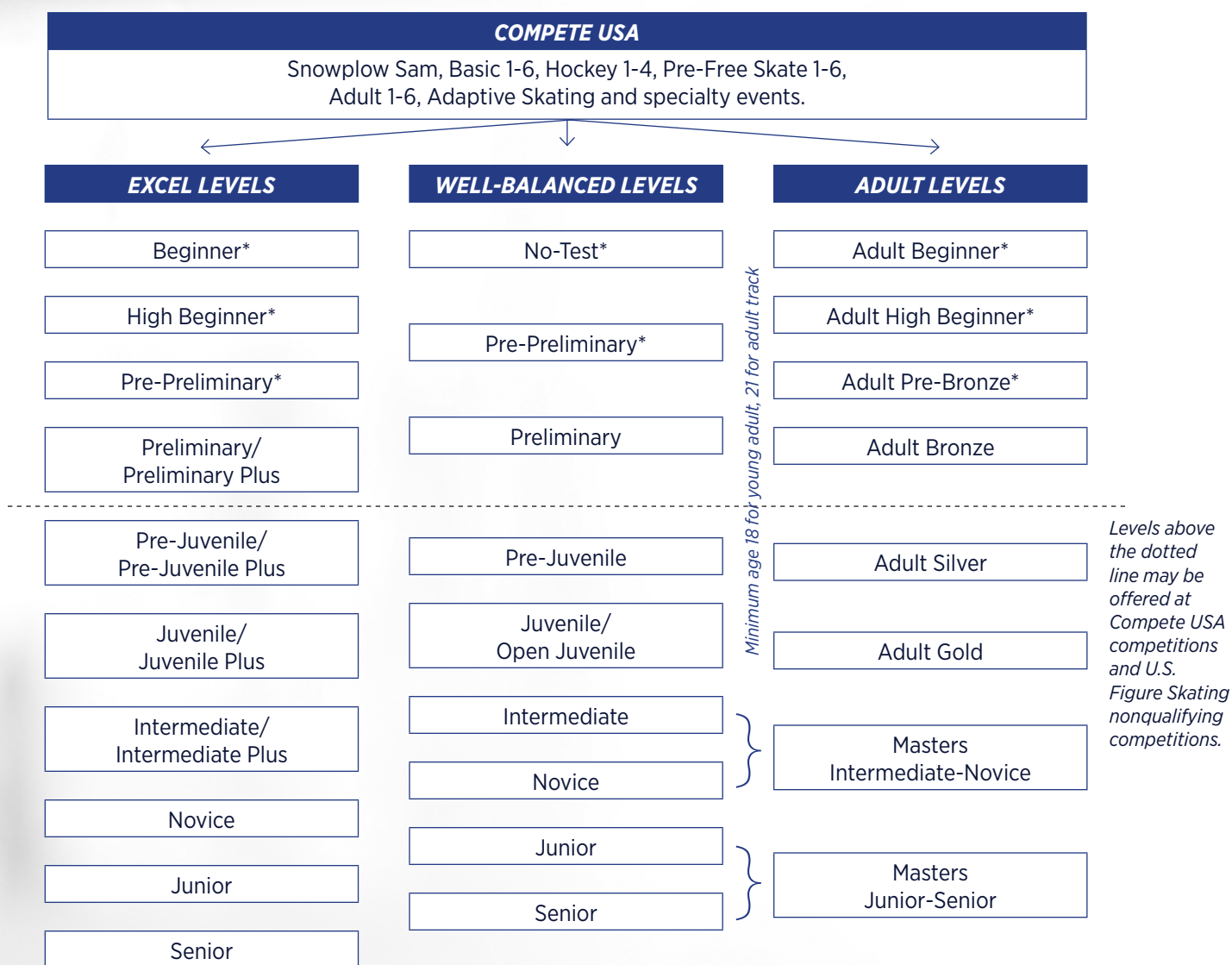
STEPS FOR APPROVAL: (to apply you must be a Learn to Skate USA Director or Assistant Director)

1	Visit the "Admin" section of the Learn to Skate USA Management System, click on Approvals and Special Events then select Competitions.
2	Log in with your membership number and password information.
3	Go to the "Approvals and Special Events" section.
4	Click on "Competitions."
5	On the "Competitions" page, click on "Create New Application."
6	Type in your competition information and browse your files to find your competition announcement. Click "Upload Announcement."
7	An email will then be sent to the Compete USA approval representative in your region.
8	They will then approve your document and you will receive confirmation with your certificate to display at your arena during your event.

If you have any questions about hosting a Compete USA competition, please contact Learn to Skate USA at memberservices@learntoskateusa.com

Competitive Progression Through the Levels of U.S. Figure Skating

Singles athletes begin with the Compete USA competitions. Once athletes begin the official U.S. Figure Skating test structure, they can choose to enter the Excel, Well-Balanced or Adult levels as appropriate for their ability, test, level and age. Test requirements are the same for the Excel and Well-Balanced levels. It is completely the choice of the athlete which track to follow; athletes may switch between tracks as best suits their development, but may not enter the same type of event in multiple tracks. Competitive level is determined by highest free skate test passed.



*Beginner, High Beginner, No-Test, Pre-Preliminary and Pre-Bronze require current Learn to Skate USA and/or U.S. Figure skating full membership; all other levels require a current full U.S. Figure skating membership.

Snowplow Sam - Basic 6 Elements

THERE ARE TWO FORMAT OPTIONS FOR THE ELEMENTS EVENT:

1. Each skater will perform each element when directed by a judge/referee OR
2. Skater will perform one element at a time in the order listed below (no excessive connecting steps or choreography)
 Judge/referee directed example: 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.
 - To be skated on 1/3 to 1/2 ice (determined by the LOC)
 - No music
 - Divide Snowplow Sam skaters by level (1-4), if registrations warrant
 - **All elements must be skated in the order listed.**

LEVEL	TIME	SKATING RULES/STANDARDS
SNOWPLOW SAM	1:00 max	<ul style="list-style-type: none"> • March followed by a two-foot glide and dip • Forward swizzles, 2-3 in a row • Forward snowplow stop • Backward wiggles, 2-6 in a row
BASIC 1	1:00 max	<ul style="list-style-type: none"> • Forward two-foot glide and dip • Forward swizzles, 6-8 in a row • Beginning snowplow stop on one or two feet • Backward wiggles, 6-8 in a row
BASIC 2	1:00 max	<ul style="list-style-type: none"> • Forward one-foot glide (no variations), either foot • Scooter pushes, 2-3 each foot • Moving snowplow stop • Two-foot turn in place, forward to backward • Backward swizzles, 6-8 in a row
BASIC 3	1:00 max	<ul style="list-style-type: none"> • Beginning forward stroking showing correct use of blade • Forward half-swizzle pumps on a circle, either clockwise or counterclockwise, 4-6 consecutive • Forward slalom • Moving forward to backward two-foot turn on a circle • Beginning backward one-foot glide, either foot
BASIC 4	1:00 max	<ul style="list-style-type: none"> • Forward outside edge on a circle, clockwise or counterclockwise • Forward crossovers, clockwise and counterclockwise, 4-6 consecutive • Backward half-swizzle pumps on a circle, either clockwise or counterclockwise, 4-6 consecutive • Backward one-foot glides (no variations), right and left • Beginning two-foot spin, maximum 4 revolutions
BASIC 5	1:00 max	<ul style="list-style-type: none"> • Backward outside edge on a circle, clockwise or counterclockwise • Backward crossovers, clockwise and counterclockwise, 4-6 consecutive • Forward outside three-turn, right and left • Advanced two-foot spin, minimum 4 revolutions • Hockey stop
BASIC 6	1:00 max	<ul style="list-style-type: none"> • Forward inside three-turn, right and left • Mohawk, right to left and left to right • Bunny hop • Basic forward spiral on a straight line (no variations), right or left • Beginning one-foot spin, maximum 3 revolutions, optional free leg and entry position • T-stop, right or left

Snowplow Sam – Basic 6 Program with Music

FORMAT: 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.

- To be skated on full ice with music
- The skater may use elements from a previous level
- A 0.2 deduction will be taken for each element performed from a higher level. Bonus skills from the same level or below are allowed but will not be judged elements
- Divide Snowplow Sam skaters by level (1-4), if registrations warrant

LEVEL	TIME	SKATING RULES/STANDARDS
SNOWPLOW SAM	1:10 max	<ul style="list-style-type: none"> • March followed by a two-foot glide and dip • Forward swizzles, 2-3 in a row • Forward snowplow stop • Backward wiggles, 2-6 in a row
BASIC 1	1:10 max	<ul style="list-style-type: none"> • Forward two-foot glide and dip • Forward swizzles, 6-8 in a row • Beginning snowplow stop on one or two feet • Backward wiggles, 6-8 in a row
BASIC 2	1:10 max	<ul style="list-style-type: none"> • Forward one-foot glide (no variations), either foot • Scooter pushes, right and left foot, 2-3 each foot • Moving snowplow stop • Two-foot turn in place, forward to backward • Backward swizzles, 6-8 in a row
BASIC 3	1:10 max	<ul style="list-style-type: none"> • Beginning forward stroking showing correct use of blade • Forward half-swizzle pumps on a circle, either clockwise or counterclockwise, 4-6 consecutive • Forward slalom • Moving forward to backward two-foot turn on a circle • Beginning backward one-foot glide, either foot
BASIC 4	1:10 max	<ul style="list-style-type: none"> • Forward outside edge on a circle, clockwise or counterclockwise • Forward crossovers, clockwise and counterclockwise, 4-6 consecutive • Backward half-swizzle pumps on a circle, either clockwise or counterclockwise, 4-6 consecutive • Backward one-foot glides (no variations), right and left • Beginning two-foot spin, maximum 4 revolutions
BASIC 5	1:10 max	<ul style="list-style-type: none"> • Backward outside edge on a circle, clockwise or counterclockwise • Backward crossovers, clockwise and counterclockwise, 4-6 consecutive • Forward outside three-turn, right and left • Advanced two-foot spin, minimum 4 revolutions • Hockey stop
BASIC 6	1:10 max	<ul style="list-style-type: none"> • Forward inside three-turn, right and left • Mohawk, right to left and left to right • Bunny hop • Basic forward spiral on a straight line (no variations), right or left • Beginning one-foot spin, maximum 3 revolutions, optional free leg and entry position • T-stop, right or left

Pre-Free Skate - Free Skate 1-6 Compulsory

FORMAT: In simple program form, using a limited number of connecting steps, the skating order of the required elements is optional.

- To be skated on half-ice
- No music
- The skater must demonstrate the required elements listed
- **Bonus skills from the same level or below are allowed but will not be judged elements**
- A 0.2 deduction will be taken for each element performed from a higher level.

LEVEL	TIME	SKATING RULES/STANDARDS
PRE-FREE SKATE	1:15 max	<ul style="list-style-type: none"> • Two forward crossovers into a forward inside mohawk, step down and cross behind, step into one backward crossover and step to a forward inside edge, one set each direction clockwise and counterclockwise • One-foot upright spin, optional entry and free foot position, minimum 3 revolutions • Mazurka – right or left • Waltz jump
FREE SKATE 1	1:15 max	<ul style="list-style-type: none"> • Forward stroking, 4-6 consecutive powerful strokes • Backward outside three-turn, right and left • One-foot upright spin, entry from backward crossovers, with free foot in crossed leg position (scratch spin), minimum 4 revolutions • Toe loop • Half flip jump
FREE SKATE 2	1:15 max	<ul style="list-style-type: none"> • Alternating forward outside spiral (right and left) and forward inside spiral (right and left) on a continuous axis • Backward inside three-turn, right and left • Beginning back spin, optional entry and free-foot position, maximum 3 revolutions • Half Lutz • Salchow jump
FREE SKATE 3	1:15 max	<ul style="list-style-type: none"> • Alternating mohawk/crossover sequence, right to left and left to right • Waltz three-turns, 2 sets clockwise and 2 sets counterclockwise • Advanced back spin with free foot in crossed leg position, minimum 3 revolutions • Loop jump • Waltz jump-toe loop or Salchow-toe loop jump combination
FREE SKATE 4	1:15 max	<ul style="list-style-type: none"> • Forward power 3s, 2-3 consecutive sets, right or left • Sit spin, minimum 3 revolutions • Half loop jump • Flip jump
FREE SKATE 5	1:15 max	<ul style="list-style-type: none"> • Backward outside three-turn, mohawk (backward power three-turn), 2-3 sets both directions • Camel spin, minimum 3 revolutions • Waltz jump-loop jump combination • Lutz jump
FREE SKATE 6	1:15 max	<ul style="list-style-type: none"> • Forward power pulls, minimum 3 on each foot • Camel, sit spin combination, minimum of 4 revolutions total • Waltz jump-Euler (half loop)-Salchow jump combination • Axel jump; minimum requirement is a clear attempt either stationary or moving

Pre-Free Skate - Free Skate 1-6 Program with Music

FORMAT: The skating order of the required elements is optional. The elements are not restricted as to the number of times an element is executed, length of glides, number of revolutions, etc., unless otherwise stated. Connecting steps and transitions should be demonstrated throughout the program.

- To be skated on full ice
- The skater must demonstrate the required elements and may use but is not required to use any additional elements from previous levels
- **Bonus skills from the same level or below are allowed but will not be judged elements**
- A 0.2 deduction will be taken for each element performed from a higher level

LEVEL	TIME	SKATING RULES/STANDARDS
PRE-FREE SKATE	1:40 max	<ul style="list-style-type: none"> • Two forward crossovers into a forward inside mohawk, step down and cross behind, step into one backward crossover and step to a forward inside edge, one set each direction clockwise and counterclockwise • One-foot upright spin, optional entry and free, foot position, minimum 3 revolutions • Mazurka, right or left • Waltz jump • NOT ALLOWED – Waltz jump-side toe hop-waltz jump
FREE SKATE 1	1:40 max	<ul style="list-style-type: none"> • Forward stroking, 4-6 consecutive powerful strokes • One-foot upright spin, entry from backward crossovers, with free foot in crossed leg position (scratch spin), minimum 4 revolutions • Toe loop jump • Half flip jump • NOT ALLOWED – Waltz jump-toe loop jump combination
FREE SKATE 2	1:40 max	<ul style="list-style-type: none"> • Alternating forward outside spiral (right and left) and forward inside spiral (right and left) on a continuous axis • Beginning back spin, optional entry and free foot position, maximum 2 revolutions • Half Lutz • Salchow jump • NOT ALLOWED – Waltz jump-toe loop or Salchow-toe loop jump combination
FREE SKATE 3	1:40 max	<ul style="list-style-type: none"> • Alternating mohawk/crossover sequence, right to left and left to right • Advanced back spin with free foot in crossed leg position, minimum 3 revolutions • Loop jump • Waltz jump-toe loop or Salchow-toe loop jump combination • NOT ALLOWED – Waltz-loop jump combination
FREE SKATE 4	1:40 max	<ul style="list-style-type: none"> • Forward power 3s, 2-3 consecutive sets, right or left • Sit spin, minimum 3 revolutions • Half loop jump • Flip jump • NOT ALLOWED – Waltz-loop or Waltz-Euler-Salchow jump combination
FREE SKATE 5	1:40 max	<ul style="list-style-type: none"> • Backward outside three-turn, mohawk (backward power three-turn), 2-3 sets both directions • Camel spin, minimum 3 revolutions • Waltz-loop jump combination • Lutz jump
FREE SKATE 6	1:40 max	<ul style="list-style-type: none"> • Creative step sequence using a variety of three turns, mohawks and toe steps, half-ice • Camel-sit spin combination spin, minimum of 4 revolutions total • Waltz jump-Euler (half loop)-Salchow jump combination • Axel jump; minimum requirement is a clear attempt either stationary or moving

Excel Compulsory

FORMAT: In simple program form, using a limited number of connecting steps, the skating order of the required elements is optional.

- To be skated on half-ice
- No music
- The skater must demonstrate the required elements listed
- A 0.2 deduction will be taken for each element performed from a higher level
- *Skaters may have the option to skate one level higher in compulsories than free skate program*

LEVEL	TIME	SKATING RULES/STANDARDS
EXCEL BEGINNER	1:15 max	<ul style="list-style-type: none"> • Waltz Jump • Salchow jump • One-foot upright spin, minimum 3 revolutions • Choreographic step sequence
EXCEL HIGH BEGINNER	1:15 max	<ul style="list-style-type: none"> • Loop jump • Salchow-toe loop jump combination • Sit spin, minimum 3 revolutions • Choreographic step sequence
EXCEL PRE-PRELIMINARY	1:15 max	<ul style="list-style-type: none"> • Flip jump • Loop-loop jump combination • Camel spin, minimum 3 revolutions • Choreographic step sequence
EXCEL PRELIMINARY	1:15 max	<ul style="list-style-type: none"> • Lutz jump • Flip-loop jump combination • Camel-sit combination spin, minimum 6 revolutions total • Choreographic step sequence

Well-Balanced Levels Compulsory

FORMAT: To be skated on half-ice

- No music
- The skater must demonstrate the required elements listed
- A 0.2 deduction will be taken for each element performed from a higher level
- *Skaters may have the option to skate one level higher in compulsories than free skate program*

LEVEL	TIME	SKATING RULES/STANDARDS
NO TEST	1:15 max	<ul style="list-style-type: none"> • Loop jump • Jump combination to include a toe loop (may not use a loop or Axel) • Upright spin with change of foot, minimum 3 revolutions on each foot • Choreographic step sequence
PRE-PRELIMINARY	1:15 max	<ul style="list-style-type: none"> • Lutz jump • Single jump-single jump (no Axel) combination • Spin with one change of position and no change of foot, minimum 6 revolutions total • Choreographic step sequence
PRELIMINARY	1:15 max	<ul style="list-style-type: none"> • Axel jump • Single jump-single jump (may not include Axel) combination • Spin combination with one change of foot, minimum 3 revolutions on each foot • Choreographic step sequence

Excel Free Skate

GENERAL EVENT PARAMETERS:

- Skaters may not enter both a well-balanced free skate event and an excel free skate event at the same competition
- Skaters will skate to the music of their choice
- Level will be determined by the highest free skate test passed; skaters may compete at the highest level they have passed or skate up to one level higher

EXCEL BEGINNER — 1:40 MAX

Learn to Skate USA membership OR full U.S. Figure Skating membership required

JUMPS	SPINS	STEP SEQUENCES
<p>Maximum 4 jump elements:</p> <ul style="list-style-type: none"> • Jumps with no more than one-half rotation (front to back or back to front) • Single rotation jumps: Salchow, toe loop only • Eulers (half loops) are not allowed • Maximum 2 jump combinations or sequences. <p>Combination jumps permitted</p> <ul style="list-style-type: none"> • Waltz jump/toe loop and/or • Salchow/toe loop <p>Sequence permitted</p> <ul style="list-style-type: none"> • Waltz jump/ waltz jump (no turns or hops in between) <p>Maximum 2 of any same jump</p>	<p>Maximum 2 spins:</p> <ul style="list-style-type: none"> • Two upright spins • No change of foot • No flying entry <p>Minimum 3 revolutions</p> <p>Max Level: Base</p>	<p>Maximum 1 Sequence:</p> <ul style="list-style-type: none"> • Choreographic step sequence* (ChSt) <ul style="list-style-type: none"> o Must use one-half of the ice surface o Moves in the field and spiral sequences are allowed but will not be counted as elements o Jumps may be included in the step sequence

EXCEL HIGH BEGINNER — 1:40 MAX

Learn to Skate USA membership OR full U.S. Figure Skating membership required

JUMPS	SPINS	STEP SEQUENCES
<p>Maximum 5 jump elements:</p> <ul style="list-style-type: none"> • Jumps with no more than one-half rotation (front to back or back to front) • Single rotation jumps: toe loop, Salchow, Euler (half loop), loop • Flip, Lutz, and Axel NOT permitted <p>Maximum 2 jump combinations or sequences. One 3-jump combination is allowed</p> <ul style="list-style-type: none"> • Jump sequence is any listed jump immediately followed by a waltz jump <p>Maximum 2 of any same jump</p>	<p>Maximum 2 spins:</p> <ul style="list-style-type: none"> • Both spins must be in a single position • No change of foot • No flying entry • Permitted forward spins: upright, sit, camel • Permitted back spins: upright <p>Minimum 3 revolutions</p> <p>Max Level: Base</p> <p>Both spins may be of the same character</p>	<p>Maximum 1 Sequence:</p> <ul style="list-style-type: none"> • Choreographic step sequence* (ChSt) <ul style="list-style-type: none"> o Must use one-half of the ice surface o Moves in the field and spiral sequences are allowed but will not be counted as elements o Jumps may be included in the step sequence

EXCEL PRE-PRELIMINARY — 1:40 MAX

Must not have passed higher than U.S. Figure Skating pre- preliminary free skate test

**means required element*

Learn to Skate USA membership OR full U.S. Figure Skating membership required

JUMPS	SPINS	STEP SEQUENCES
<p>Maximum 5 jump elements:</p> <ul style="list-style-type: none"> Only single jumps allowed No single Axels Number of single jumps (except single Axel) is not limited provided the maximum number of jump elements allowed is not exceeded <p>Maximum 2 jump combinations or jump sequences</p> <ul style="list-style-type: none"> Jump combinations limited to 2 jumps. One 3-jump combination is allowed Jump sequence is any listed jump immediately followed by a waltz jump 	<p>Maximum 2 spins:</p> <ul style="list-style-type: none"> One spin must be in a single position with no change of foot* One spin may change feet or position, but not both No flying entry <p>Minimum 3 revolutions</p> <p>Spins must be of a different character</p> <p>Max Level: 1</p>	<p>Maximum 1 Sequence:</p> <ul style="list-style-type: none"> Choreographic step sequence* (ChSt) <ul style="list-style-type: none"> Must use one-half of the ice surface Moves in the field and spiral sequences are allowed but will not be counted as elements Jumps may be included in the step sequence

EXCEL PRELIMINARY — 2:00 +/- 10 SECONDS

Must not have passed higher than U.S. Figure Skating preliminary free skate test

**means required element*

Full U.S. Figure Skating membership required

JUMPS	SPINS	STEP SEQUENCES
<p>Maximum 5 jump elements:</p> <ul style="list-style-type: none"> Only single jumps allowed No single Axels Number of single jumps (except single Axel) is not limited provided the maximum number of jump elements allowed is not exceeded <p>Maximum 2 jump combinations or jump sequences</p> <p>Jump combinations limited to 2 jumps. One 3-jump combination is allowed</p> <ul style="list-style-type: none"> Jump sequence is any listed jump immediately followed by a waltz jump 	<p>Maximum 2 spins:</p> <ul style="list-style-type: none"> One spin must be a camel or layback spin with no change of foot and no change of position* One spin may change feet and/or position No flying entry <p>Minimum 3 revolutions</p> <p>Spins must be of a different character</p> <p>Max Level: 1</p>	<p>Maximum 1 Sequence:</p> <ul style="list-style-type: none"> Choreographic step sequence* (ChSt) <ul style="list-style-type: none"> Full ice Moves in the field and spiral sequences are allowed but will not be counted as elements Jumps may be included in the step sequence

EXCEL PRELIMINARY PLUS — 2:00 +/- 10 SECONDS

Must not have passed higher than U.S. Figure Skating preliminary free skate test

**means required element*

Full U.S. Figure Skating membership required

JUMPS	SPINS	STEP SEQUENCES
<p>Maximum 5 jump elements:</p> <ul style="list-style-type: none"> All single jumps allowed, including single Axel No double or higher jumps allowed Single Axel may be repeated once (but not more) as a solo jump or part of a jump sequence or jump combination (maximum 2 single Axels) Number of remaining single jumps is not limited provided the maximum number of jump elements allowed is not exceeded <p>Maximum 2 jump combinations or jump sequences</p> <p>All single jumps, including the single Axel, are allowed as part of a jump combination or sequence (no double jumps)</p> <p>Jump combinations limited to 2 jumps. One 3-jump combination is allowed</p> <ul style="list-style-type: none"> Jump sequence is any listed jump immediately followed by an Axel-type jump. 	<p>Maximum 2 spins:</p> <ul style="list-style-type: none"> One spin must be in a single position* No change of foot No flying entry One spin may change feet and/or position No flying entry <p>Minimum 3 revolutions</p> <p>Spins must be of a different character</p> <p>Max Level: 1</p>	<p>Maximum 1 Sequence:</p> <ul style="list-style-type: none"> Choreographic step sequence* (ChSt) <ul style="list-style-type: none"> Full ice Moves in the field and spiral sequences are allowed but will not be counted as elements Jumps may be included in the step sequence

Well-Balanced Free Skate Program

GENERAL EVENT PARAMETERS:

- Skaters may not enter both a well-balanced free skate event and an excel free skate event at the same competition
- Skaters will skate to the music of their choice
- Level will be determined by the highest free skate test passed; skaters may compete at the highest level they have passed or skate up one level higher.

NO TEST — 1:40 MAX

JUMPS	SPINS	STEP SEQUENCES
<p>Max 5 Jump Elements</p> <ul style="list-style-type: none"> • Only single jumps allowed except single Axel <ul style="list-style-type: none"> o No single Axels o Number of single jumps (except single Axels) is not limited provided the maximum number of jump elements allowed is not exceeded • Max 2 jump combinations or jump sequences <ul style="list-style-type: none"> o Jump combinations limited to 2 jumps except that one 3-jump combination with a maximum of 3 single jumps is allowed o Jump sequence is any listed jump immediately followed by a waltz jump 	<p>Max 2 Spins</p> <ul style="list-style-type: none"> • Spins may change feet and/or position • Spins may start with a flying entry • Min 3 revs. <p>These spins must be of a different character (For definition see U.S. Figure Skating rule 6103 (E))</p>	<p>Max 1 Sequence</p> <ul style="list-style-type: none"> • Step sequence <ul style="list-style-type: none"> o Must use one-half the ice surface o Moves in the field and spiral sequences are allowed but will not be counted as elements o Jumps may be included in the step sequence <p>If IJS is used, then ChSt</p>

PRE-PRELIMINARY — 1:40 MAX

JUMPS	SPINS	STEP SEQUENCES
<p>Max 5 Jump Elements</p> <ul style="list-style-type: none"> • All single jumps, including single Axel, allowed <ul style="list-style-type: none"> o No double, triple or quadruple jumps allowed o Axel may be repeated once as a solo jump or part of a jump sequence or combination (maximum of 2 single Axels) o Number of single jumps is not limited provided the maximum number of jump elements allowed is not exceeded • Max 2 jump combinations or jump sequences <ul style="list-style-type: none"> o Jump combinations limited to 2 jumps except that one 3-jump combination with a maximum of 3 single jumps is allowed o Jump sequence is any listed jump immediately followed by an Axel-type jump 	<p>Max 2 Spins</p> <ul style="list-style-type: none"> • Spins may change feet and/or position • Spins may start with a flying entry • Min 3 revs. <p>These spins must be of a different character (For definition see U.S. Figure Skating rule 6103 (E))</p>	<p>Max 1 Sequence</p> <ul style="list-style-type: none"> • Step sequence <ul style="list-style-type: none"> o Must use one-half the ice surface o Moves in the field and spiral sequences are allowed but will not be counted as elements o Jumps may be included in the step sequence <p>If IJS is used, then ChSt</p>

PRELIMINARY — 2:00 +/- 10 SECONDS

JUMPS	SPINS	STEP SEQUENCES
<p>Max 5 Jump Elements</p> <ul style="list-style-type: none"> • 1 must be an Axel-type jump or a waltz jump* • All single jumps, including single Axel, allowed. Only 2 different double jumps may be attempted (limited to double Salchow, double toe loop and double loop) <ul style="list-style-type: none"> o Double flip, double Lutz, double Axel, triple and quadruple jumps not allowed o An Axel plus up to two different, allowed double jumps may be repeated once (but not more) as solo jumps or part of a jump sequence or combination o Number of single jumps is not limited provided the maximum number of jump elements allowed is not exceeded • Max 2 jump combinations or sequences <ul style="list-style-type: none"> o Jump combinations limited to 2 jumps except that one three jump combination with a maximum of 2 double jumps and 1 single jump is allowed o Jump sequence is any listed jump immediately followed by an Axel-type jump 	<p>Max 2 Spins</p> <ul style="list-style-type: none"> • Spins may change feet and/or position • Spins may start with a flying entry • Min 3 revs. <p>These spins must be of a different character (For definition see U.S. Figure Skating rule 6103 (E))</p>	<p>Max 1 Sequence</p> <ul style="list-style-type: none"> • Step sequence <ul style="list-style-type: none"> o Choreographic step sequence full ice o Moves in the field and spiral sequences are allowed but will not be counted as elements o Jumps may be included in the step sequence <p>If IJS is used, then ChSt</p>

Adult 1-6, Beginner-Bronze Compulsory

- The skating order of the elements is optional; elements may only be attempted once
- To be skated on half ice in simple program format with limited connecting steps
- A 0.2 deduction will be taken for each element missing, repeated or from a higher level

ADULT 1 — 1:30 MAX

ELEMENTS

- Forward marching
- Forward two-foot glide
- Forward swizzle (4-6 in a row)
- Forward snowplow stop on one or two feet

ADULT 2 — 1:30 MAX

ELEMENTS

- Forward skating across the width of the ice
- Forward one-foot glides
- Forward slalom
- Backward skating
- Backward swizzles, 4-6 in a row

ADULT 3 — 1:30 MAX

ELEMENTS

- Forward stroking using the blade properly
- Forward half-swizzle pumps on the circle, 6 to 8 in a row, clockwise and counterclockwise
- Forward chasses on a circle, clockwise and counterclockwise
- Backward skating to a long two-foot glide
- Backward snowplow stop, right and left

ADULT 4 — 1:30 MAX

ELEMENTS

- Forward outside edge on a circle, right and left
- Forward inside edge on a circle, right and left
- Forward crossovers, clockwise and counterclockwise
- Hockey stop, both directions
- Backward one-foot glides, right and left

ADULT 5 — 1:30 MAX

ELEMENTS

- Backward outside edge and backward inside edge on a circle, right and left
- Backward crossovers, clockwise and counterclockwise
- Forward outside three-turn, right and left
- Beginning two-foot spin (min 2 revs)

ADULT 6 — 1:30 MAX

ELEMENTS

- Forward stroking with crossover end patterns
- Backward stroking with crossover end patterns
- Forward inside three-turn, right and left
- T-stop
- Lunge
- Two-foot spin into one-foot spin (min 2 revs on 1 foot)

ADULT BEGINNER — 1:30 MAX

ELEMENTS

- Mazurka
- Waltz jump
- Forward beginning one-foot spin from backward crossovers (min 2 revs)
- Forward moving inside open mohawk (right and left) – heel to instep
- Alternating right and left forward outside and inside edges across the width of the ice (one outside edge, right and left, one inside edge, right and left)

ADULT HIGH BEGINNER — 1:30 MAX

ELEMENTS

- Waltz jump
- ½ flip
- Forward upright spin – minimum 2 revolutions
- Backward outside three- turn, right and left
- Alternating right and left backward outside and inside edges across the width of the ice (one outside edge, right and left, one inside edge, right and left)

ADULT PRE-BRONZE — 1:30 MAX

ELEMENTS

- Single toe loop
- Jump combination or sequence consisting of half revolution jumps (½ flip, ½ Lutz, ½ loop, waltz), toe loop, or Salchow – maximum of 2 jumps in combination and 3 jumps in a sequence
- Forward upright spin - minimum 3 revolutions
- Two forward crossovers into a forward inside mohawk, step down, cross behind, step into one backward crossover and step to a forward inside edge, clockwise and counterclockwise
- Forward spiral (any edge)

ADULT BRONZE — 1:30 MAX

ELEMENTS

- Single Salchow
- Jump combination or sequence consisting of ½ revolution jumps and/or full revolution jumps (no Lutz or Axel) – maximum 2 jumps in combination and 3 jumps in a sequence
- Solo spin with no change of foot (min. 3 revolutions)
- Backward inside three-turn, right and left
- Spiral sequence (Minimum 2 spirals)

Adult 1-6 Free Skate with Music

GENERAL EVENT PARAMETERS:

- The skating order of the required elements is optional
- The elements are not restricted to the number of times element is executed, or length of glides, number of revolutions, etc. unless otherwise stated; connecting moves and steps should be demonstrated throughout the program
- To be skated on full ice
- Skater must demonstrate the required elements and may use, but is not required to use, any additional elements from previous (lower) levels
- A 0.2 deduction will be taken for each required element missing and for those elements performed from a higher level

ADULT 1 — 1:40 MAX

ELEMENTS

- Forward marching
- Forward two-foot glide
- Forward swizzle (4-6 in a row)
- Forward snowplow stop – two feet or one foot

ADULT 4 — 1:40 MAX

ELEMENTS

- Forward outside edge on a circle, right and left
- Forward inside edge on a circle, right and left
- Forward crossovers, clockwise and counterclockwise
- Backward one-foot glides, right and left
- Hockey stop, both directions

ADULT 2 — 1:40 MAX

ELEMENTS

- Forward skating across the width of the ice
- Forward one-foot glides
- Forward slalom
- Backward skating
- Backward swizzles, 4-6 in a row

ADULT 5 — 1:40 MAX

ELEMENTS

- Backward outside edge on a circle, right and left
- Backward inside edge on a circle, right and left
- Backward crossovers, clockwise and counterclockwise
- Forward outside three-turn, right and left
- Beginning two-foot spin

ADULT 3 — 1:40 MAX

ELEMENTS

- Forward stroking using the blade properly
- Forward half-swizzle pumps on the circle, 6 to 8 in a row, clockwise and counterclockwise
- Backward skating to a long two-foot glide
- Forward chasses on a circle, clockwise and counterclockwise
- Backward snowplow stop, Right and Left

ADULT 6 — 1:40 MAX

ELEMENTS

- Forward stroking with crossover end patterns
- Backward stroking with crossover end patterns
- Forward inside three-turn, right and left
- T-stop
- Lunge
- Two-foot spin into one-foot spin (min 2 revs on 1 foot)

Adult Beginner - Bronze Free Skate Program with Music

GENERAL EVENT PARAMETERS:

- Skaters will skate to the music of their choice; vocal music is allowed
- To be skated on full ice
- The minimum number of required spin revolutions is indicated in parentheses following the spin description; revolutions must be in position.

ADULT BEGINNER — 1:40 MAX

JUMPS	SPINS	STEP SEQUENCES	QUALIFICATIONS
Max 4 Jump Elements <ul style="list-style-type: none"> • Jumps limited to bunny hop, mazurka, ballet and waltz jump • Max 1 combination or sequence consisting of only the allowed listed jumps • Max. 2 of any same jump 	Max 2 Spins <ul style="list-style-type: none"> • Two forward upright spins, no change of foot, no flying entry (Min. 3 revolutions) 	Connecting moves and steps should be demonstrated throughout the program	Skaters may not have passed any U.S. Figure Skating Free Skate tests

ADULT HIGH BEGINNER — 1:40 MAX

JUMPS	SPINS	STEP SEQUENCES	QUALIFICATIONS
Max 4 Jump Elements: <ul style="list-style-type: none"> • Jumps limited to bunny hop, mazurka, ballet, stag, split, waltz, ½ flip, ½ Lutz, ½ loop, toe loop, Salchow • Max 1 combination or sequence consisting of only the allowed listed jumps • Max. 2 of any same type jump. 	Max 2 Spins: <ul style="list-style-type: none"> • Two upright spins, change of foot optional, no flying entry (Min. 3 revolutions) 	Connecting moves and steps should be demonstrated throughout the program	Skaters may not have passed any U.S. Figure Skating Free Skate tests

ADULT PRE-BRONZE — 1:40 MAX

JUMPS	SPINS	STEP SEQUENCES	QUALIFICATIONS
Max 4 Jump Elements: <ul style="list-style-type: none"> • Max 2 combinations or sequences <ul style="list-style-type: none"> ◦ 1 jump combination may contain 3 jumps, and the other may contain only 2 jumps ◦ Jump sequence is any listed jump immediately followed by a waltz jump • Each jump may be repeated only once and only as part of a combination or sequence (maximum of 2 of any jump) • Only single and half-revolution jumps are permitted (<u>half flip and half lutz are permitted</u>) • No single Lutz, single Axel, double or triple jumps are permitted 	Max 2 Spins: <ul style="list-style-type: none"> • Max Level 1 • Spins must be of different character (for definition, see U.S. Figure Skating rule 4103 E) • Min 3 revs • Spins with a flying entry are not permitted • A two-foot spin is permitted as one of the spins at this level and is of a different character than a one-foot spin 	Connecting steps throughout the program are required	Skaters may not have passed tests higher than U.S. Figure Skating Adult Pre-Bronze or Pre-Preliminary Free Skate

ADULT BRONZE — 1:50 MAX

JUMPS	SPINS	STEP SEQUENCES	QUALIFICATIONS
Max 4 Jump Elements: <ul style="list-style-type: none"> • Max 2 combinations or sequences <ul style="list-style-type: none"> ◦ 1 combination may contain 3 jumps, and the other may contain only 2 jumps ◦ Jump sequence is any listed jump immediately followed by a waltz jump • Each jump may be repeated only once, and only as part of a combination or sequence (maximum of 2 of any jump) • All single jumps are permitted (except single Axel) • No single Axel, double or triple jumps are permitted 	Max 2 Spins: <ul style="list-style-type: none"> • Max Level 1 • Spins must be of different character (for definition, see U.S. Figure Skating rule 4103 (E)) • Min 3 revs total if no change of foot • Min 3 revs each foot if change of foot • Min 2 revs in each position • No flying spins are permitted 	Max 1 Sequence: <ul style="list-style-type: none"> • 1 choreographic step sequence, fully utilizing at least ½ of the ice surface (may include moves in the field and spirals) • Additional moves in the field, spiral and step sequences will not be counted as elements but will be counted as transitions and marked as such. 	Skaters may not have passed tests higher than U.S. Figure Skating Adult Bronze or Preliminary Free Skate

Spin Challenge

GENERAL EVENT PARAMETERS:

- Spins may be skated in any order
- Connecting steps are allowed but will not be taken into consideration when scoring
- Spins may not be repeated; only required elements may be included
- All events are skated on half-ice
- Minimum number of revolutions are noted in parentheses

BEGINNER — 1:30 MAX

ELEMENTS

- Upright one-foot spin (3)
- Upright back spin (3)
- Sit spin (3)

HIGH BEGINNER — 1:30 MAX

ELEMENTS

- Upright one-foot spin (4)
- Upright spin with change of foot (3 each foot)
- Sit spin (3)

NO TEST — 1:30 MAX

ELEMENTS

- Upright spin with change of foot (3 each foot)
- Sit spin (3)
- Camel spin (3)

PRE-PRELIMINARY — 1:30 MAX

ELEMENTS

- Spin combo without change of foot - all 3 basic positions required (3 revs)
- Backward sit spin (3)
- Camel spin (4)

PRELIMINARY — 1:30 MAX

ELEMENTS

- Spin with one change of foot and one change of position (min. 3 each foot)
- Sit spin with change of foot (min 3. each foot)
- One position spin, skater's choice (upright, sit or camel) (4)

ADULT BEGINNER — 1:30 MAX

ELEMENTS

- Pivot
- Upright two-foot spin (2)

ADULT PRE-BRONZE — 1:30 MAX

ELEMENTS

- Upright one-foot spin (3)
- Upright two-foot spin (3)

ADULT BRONZE — 1:30 MAX

ELEMENTS

- Upright one-foot spin (3 revs.)
- Solo spin with no change of foot (3 revs.), must be different from the upright spin – may not fly

Jumps Challenge

GENERAL EVENT PARAMETERS:

- Each jump may be attempted twice; the best attempt will be counted
- To be skated on half-ice

BEGINNER — 1:15 MAX

ELEMENTS

- Waltz jump (from backward crossovers)
- Half flip or half Lutz
- Single Salchow

PRELIMINARY — 1:15 MAX

ELEMENTS

- Single flip
- Single Lutz
- Jump combination: Any single jump + single loop (may be Axel)

HIGH BEGINNER — 1:15 MAX

ELEMENTS

- Waltz jump (from backward crossovers)
- Single Salchow
- Jump combination: waltz jump-toe loop

ADULT BEGINNER — 1:15 MAX

ELEMENTS

- Mazurka or ballet jump
- Waltz jump

NO TEST — 1:15 MAX

ELEMENTS

- Single Salchow
- Single loop
- Jump combination: Any two half or single revolution jumps (no Axel)

ADULT PRE-BRONZE — 1:15 MAX

ELEMENTS

- Single Toe loop jump
- Half flip, half Lutz or half loop

PRE-PRELIMINARY — 1:15 MAX

ELEMENTS

- Single toe loop
- Single flip
- Jump combination: Any two half or single revolution jumps (no Axel)

ADULT BRONZE — 1:15 MAX

ELEMENTS

- Single Salchow
- Single Toe loop
- Any single jump plus a toe loop combination (no Axels allowed)

Solo Pattern Dance

GENERAL EVENT PARAMETERS:

- Levels are based upon the skaters' highest pattern dance test passed
- A solo pattern dance competition event will consist of the skater performing two solo pattern dances
- The patterns to be skated depend upon which quarter of the year the competition is held. The skater will perform the two pattern dances listed for his/her level, based upon the date of the competition. If the competition falls over two quarters (for example, June 30–July 2), the dance will be selected based on the start date of the competition listed in the announcement (in this example, the second quarter).
- Skaters will complete both dances at each level. Dances will be scheduled at the discretion of the chief referee for each competition and may be competed consecutively or with a break in-between pattern dance groupings.

PRELIMINARY

JANUARY 1–MARCH 31	APRIL 1–JUNE 30	JULY 1–SEPTEMBER 30	OCTOBER 1–DECEMBER 31
1. Dutch Waltz 2. Canasta Tango	1. Rhythm Blues 2. Dutch Waltz	1. Canasta Tango 2. Rhythm Blues	1. Rhythm Blues 2. Dutch Waltz

PRE-BRONZE

JANUARY 1–MARCH 31	APRIL 1–JUNE 30	JULY 1–SEPTEMBER 30	OCTOBER 1–DECEMBER 31
1. Swing Dance 2. Cha-Cha	1. Fiesta Tango 2. Swing Dance	1. Cha-Cha 2. Fiesta Tango	1. Swing Dance 2. Cha-Cha

ADULT PRELIMINARY

Qualifications: No higher than one pre-bronze dance test (partnered, solo, standard, adult/adult 21+ or adult 50+/masters)

SELECTED DANCES FOR THE SEASON (NUMBER OF SEQUENCES TO BE DANCED IN PARENTHESES)

Dutch Waltz (2)
Canasta Tango (2)

ADULT PRE-BRONZE

Qualifications: The complete preliminary dance test and no higher than one bronze dance test (partnered, solo, standard, adult/adult 21+ or adult 50+/masters)

SELECTED DANCES FOR THE SEASON (NUMBER OF SEQUENCES TO BE DANCED IN PARENTHESES)

Rhythm Blues (2)
Swing Dance (2)

Hockey Events -

Hockey 1-4 Elements and Skills Challenge

Invite the Hockey 1-4 participants plus members of the local hockey association by creating fun and challenging skills competition. Ages should be divided by 8 and under, 10 and under, 12 and under, 14 and under, 16 and under, 18 and under and adult. These age groups may be combined based upon number of entries.

HOCKEY 1-4 ELEMENTS:

Each skater will perform each element when directed by a judge or referee. The following elements have been chosen for the skaters to perform. Format choice: All skaters perform first element before moving on to the next and so on **OR** each skater performs all the required elements before moving on to the next skater.

- To be skated on 1/3 to 1/2 ice
- **All elements must be skated in the order listed**
- Time: 1:00 or less

HOCKEY 1

- Proper basic hockey stance, forward and backward
- March forward across the ice, 8-10 steps
- Two-foot glides and dips from forward marching
- Forward swizzles/double C-cuts (4-6 in a row)
- Stationary snowplow stop

HOCKEY 2

- Forward strides using 45-degree V-push, focus on good recovery and alternating arm drive
- Forward C-cuts: single leg and alternating feet in a straight line
- Backward hustle or march, then glide on two feet
- Backward swizzles/double C-cuts (4-6)
- Two-foot moving snowplow stop

HOCKEY 3

- Forward C-cuts (half-swizzle pumps) on a circle, both directions
- Forward outside edges on half-circles, alternating feet on the axis
- Forward inside edges on half-circles, alternating feet on the axis
- Backward C-cuts on a circle, both directions
- Backward snowplow stops: one- and two-foot V-stop

HOCKEY 4

- Quick starts using forward V-start
- Backward one-foot glide, right and left
- Forward crossovers on a circle, clockwise and counter-clockwise
- Backward crossovers on a circle, clockwise and counter-clockwise
- Hockey stops (to right and left, with speed)

HOCKEY SKILLS CHALLENGE:

Have skaters complete each of the five following skills competitions. Set up each station according to the descriptions below. Skaters earn points upon placement in each station (First place - 5 points, second place - 4 points, third place - 3 points, fourth place - 2 points, fifth place - 1 point). Highest combined total wins.

1. **Shooting:** Using a "shooter tutor," give each skater 10 pucks to shoot into the five holes. Alternate each shot into the different holes in the tutor. Most number of hits wins.
2. **Fastest Skater:** Starting at the center red line, have skaters complete one lap around all of the dots and behind the nets. Set up cones on each red dot to outline to course. Two to four skaters can race at a time at different sides of the red line. Use stopwatch. Fastest skater wins.
3. **Stick Handling:** Place two rows of staggered cones down the length of ice. Have skaters stick handle through the cones down one length and back again. Shortest time wins. A missed cone is a five-second penalty.
4. **Agility:** Set up an obstacle course with cones for forward and backward skating, turns and stops. Fastest skater wins.
5. **Passing:** Set up stationary targets (i.e. cones, bucket, mini net) 25 feet away from starting line. Give each skater 10 pucks to try to hit each target. Highest number of hits wins.

Theatre On Ice

Theatre On Ice events may be offered at Compete USA competitions for all levels. Compete USA programs are choreographic exercises intended to introduce skaters to choreographic processes, themes and movements, as well as to begin to develop a movement vocabulary that skaters can utilize throughout their skating career.

While intended to model a traditional choreographic exercise, skaters are not required to wear black; teams may wear any color, as long as the team is uniform and matching.

Detailed information, including requirements, program lengths and elements, is available on the Theatre On Ice web page at usfigureskating.org/skate/skating-opportunities/theatreonice. For additional information, refer to the current Theatre On Ice Guidelines.

Showcase Events

Showcase events are open to skaters in the Basic, Free Skate, limited beginner, preliminary and adult bronze levels. Groups will be divided by number of entries and ages if possible. Skaters must enter at the same level as their free skate event or highest test level of skater's in the group ensemble or production number. If a free skate event is not being entered, skaters must enter at their current test level or one level higher.

Show costumes are permitted if they do not touch or drag on the ice. Costuming and make up for showcase programs should enhance the feeling created by the performance and reflect the meaning of the story or theme. Ornaments and hair accessories must be secure. No bobby pins, feathers, hair accessories or anything else that may fall to the ice and be hazardous to the skaters are allowed. (a 0.1 deduction will be taken). Props and scenery must be placed and removed by unaided singles and duet competitors within one minute on and off and by unaided ensemble contestants within two minutes for setup and two minutes for removal. A 0.1 deduction will be assessed by the referee against each judge's mark for every 10 seconds in excess of the time allowed for the performance, for handling props and scenery and for scenery assistance.

Performances will be judged from an entertainment standpoint for theatrical qualities. Technical skating skills and difficulty will not be rewarded as such; however, skating must be the major element of the performance and be of sufficient quality to support the selected theatrical elements. Unintended falls, poorly executed skating elements and obvious loss of control will reduce contestant's marks. Jump difficulty is not rewarded in showcase; therefore jumps, if choreographed, should be performed with style, flow and confidence. Theatrical elements evaluated will include energy, poise, acting, pantomime, eye contact, choreography, form/extension and the use of props and ice. The 6.0 judging system will be used. Deductions will be made for skaters including technical elements not permitted in the event description.

** For specific guidelines regarding the conduct of showcase competitions, refer to the nonqualifying showcase guidelines posted on usfigureskating.org.*

Showcase categories may include:

- Levels can be subdivided or combined, if necessary, depending on entry numbers and event set up to ensure performances are contested as per the guidelines.
- **Dramatic entertainment:** Programs should express intense emotional connection and investment in the music, choreography and theme concept through related skating movements, gestures and physical actions. The entire gamut of emotions may be expressed including intense joy and/or introspectiveness. Dramatic programs should not be depressing. Even if the emotion is sadness, there should be an enlivened feeling given to the audience.
- **Light entertainment:** Programs should express a carefree concept or storyline designed to uplift and entertain the audience through related skating movements, gestures and physical actions.
- **Duets/Trios:** Theatrical/artistic performances by 2 to 3 skaters.
- **Mini production ensembles:** Mini production ensembles: Theatrical performances by three to seven competitors. 2:00 maximum length.
- **Production ensembles:** Production ensembles: Theatrical performances by eight to 30 skaters. 2:30 maximum length.
NOTE: Skaters may only enter one duet, one mini production, and one production ensemble.

Showcase Events

LEVEL	ELEMENTS	QUALIFICATIONS	PROGRAM LENGTH
BASIC 1-6	Elements only from Basic 1-6 curriculum	Must not have passed any higher than Basic 6 level	Time: 1:00 max
PRE-FREE SKATE - FREE SKATE 6/ BEGINNER/HIGH BEGINNER/ADULT 1-6/ ADULT BEGINNER/ADULT HIGH BEGINNER	3 jump maximum. Half-rotation jumps only, plus the following full rotation jumps: Salchow and toe loop	May not have passed any official U.S. Figure Skating free skate or free dance tests	Time: 1:20 max
NO TEST	No prescribed or restricted elements	Must not have passed pre-preliminary free skate or any free dance tests	Time: 1:20 max
PRE-PRELIMINARY	No prescribed or restricted elements	Must have passed no higher than U.S. Figure Skating pre-preliminary or any free dance test	Time: 1:20 max
PRELIMINARY	No prescribed or restricted elements.	Must have passed no higher than U.S. Figure Skating preliminary free skate or adult bronze free skate or free dance test; see National Showcase guidelines for more specific information regarding adults	Time: 1:30 max
ADULT PRE-BRONZE	No prescribed or restricted elements	Must have passed no higher than adult pre-bronze free skate test; see National Showcase guidelines for more specific information regarding adults	Time: 1:40 max

Interpretive

COMPETITION FORMAT:

The Organizing Committee must pre-select and edit musical choices appropriate for these events. During the warm-up, skaters will hear the selection of music twice. Following the warm-up, all skaters except for the first skater will be escorted to a sound-proof 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: Levels should be broken by ability 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.

Time: Music Duration: Pre-Free Skate – Free Skate 6: 1:00 max
 Beginner – Preliminary: 1:00 max

Coaching: 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.

Team Compulsory

FORMAT: The designated skater from each team will perform their chosen element in sequence on full ice with no music and will follow this format:

1. Minimum of three to four skaters on a team; each skater will do at least one required element
2. Teams will be directed to find a “base” for their team along the boards on the ice where they will stay for the remainder of the event
3. The announcer, referee or judge-in-charge will call the first element (e.g. jump or stop) to be performed
4. The team member performing the element will step forward and execute the skill, with the element first being performed by the skater on team one, then team two, then team three and so on
5. Once all the teams have had their skaters complete the element, the next element will be called
6. Judging is done with one mark for each element (skater) for total team points

LEVEL	JUMPS/STOPS	SPINS/TURNS/GLIDES	SKATING SKILLS
SNOWPLOW SAM – BASIC 3, HOCKEY 1-4	Wiggles, two-foot swizzles forward or backward (4-8 in a row) Snowplow stop (one or both feet) or hockey stop (with skid)	Curves, glide turns or hockey turns (right and left, forward) March then glide on two feet or forward one-foot glide on left and right foot (one-time skater’s height, forward)	Forward half-swizzle pumps or forward C-cuts on a circle (right and left, 6-8 consecutive)
BASIC 4 – BASIC 6	Side toe hop, bunny hop, ballet jump or mazurka -Waltz jump	Forward inside pivot or two-foot spin (min. 3 revs.) One-foot upright spin, optional entry and free foot position (min. 3 revs.)	Moving forward to backward two-foot turns on a circle, clockwise and counterclockwise (from Basic 3)
PRE-FREE SKATE AND FREE SKATE 1 – 6 LEVELS	Single jump (no Axel) Jump combination or jump sequence (no Axel allowed)	Solo spin (scratch spin, layback, camel or sit, min. 3 revs., no flying entry) -Combo spin: one change of foot, change of position optional (min. 3 revs. on each foot)	Spiral sequence (from Free Skate 2)
ADULT 1-6	Forward snowplow stop Lunge	Forward swizzles, 4-6 in a row Backward one-foot glide, right and left	Forward chasses on a circle, clockwise and counterclockwise
ADULT BEGINNER/ ADULT HIGH BEGINNER	Bunny hop Waltz jump	Beginning one-foot spin from backward crossovers Backward inside three-turn, right and left	Alternating right and left forward outside edges across width of the rink
ADULT PRE- BRONZE/ ADULT BRONZE	Half Flip Salchow jump	Forward upright spin Backward upright spin	Two forward crossovers into a forward inside mohawk, step down and cross behind, one backward crossover and step to a forward inside edge, clockwise and counterclockwise

Aspire Synchro

The Compete USA competition program is for Learn to Skate USA-level skaters who are interested in a first competition experience while taking the Synchro 1-4 badges to the next level.

In order to safely practice and compete, it is strongly recommended that skaters have mastered the elements of the Learn to Skate USA level in which they are skating.

SNOWPLOW SAM SYNCHRO — 2:10 MAX

5 Elements	One Circle Element	One Line Element	One Block Element	One Wheel Element	One Intersection Element	Additional Items for Snowplow Sam Synchro
Number of Required Holds: None Any type of holds permitted 5-20 skaters 13 years of age and younger	Forward and backward skating permitted Must contain a forward glide on an inside or outside edge on one or two feet Travel, change of configuration, and change of direction not permitted	Must cover at least ½ ice Forward skating only Pivoting and change of configuration not permitted	Must cover at least ½ ice Forward skating only Pivoting and change of configuration not permitted	Forward skating only Travel, change of configuration, and change of direction not permitted	Must be two lines facing each other <u>One</u> or two foot glide(s) only through the point of intersection	<u>Additional well-balanced SYS elements permitted. Judges will evaluate first element type presented.</u> Elements higher than Basic 6 not permitted Some common elements above Basic 6 are: mohawk, mazurka, half flip, waltz jump

ASPIRE BEGINNER — 2:10 MAX

5 Elements	One Circle Element	One Line Element	One Block Element	One Wheel Element	One Intersection Element	Additional Items for Aspire Beginner
Number of Required Holds: None Any type of holds permitted 5-20 skaters 16 years of age and younger	Forward and backward skating permitted Must contain a forward glide on an inside or outside edge on one foot Travel, change of configuration, and change of direction not permitted	Must cover at least ½ ice Forward and backward skating permitted Pivoting and change of configuration not permitted	Must cover at least ½ ice Forward and backward skating permitted Pivoting and change of configuration not permitted	<u>Forward and backward skating permitted</u> Travel, change of configuration, and change of direction not permitted	Must be two lines facing each other One or two foot glide(s) only through the point of intersection	<u>Additional well-balanced SYS elements permitted. Judges will evaluate first element type presented.</u> Elements higher than Basic 6 not permitted Some common elements above Basic 6 are: mohawk, mazurka, half flip, waltz jump

ASPIRE PRE-PRELIMINARY — 2:10 MAX

5 Elements	One Circle Element	One Line Element	One Block Element	One Wheel Element	One Intersection Element	Additional Items for Aspire Pre-Preliminary
Number of Required Holds: 2 different holds shown by the whole team for any length of time Any type of holds permitted 5-20 skaters 17 years of age and younger	Forward and backward skating permitted Must contain a backward glide on an inside or outside edge on one foot <u>May contain one feature</u> Choice of: • Change of direction • Change of configuration • Travel	Forward and backward skating permitted Must cover full ice <u>May contain one feature</u> Choice of: • Change of direction • Change of configuration Pivoting not permitted	Forward and backward skating permitted Must cover full ice <u>May contain two features</u> Choice of: • Pivoting • Change of configuration	Forward and backward skating permitted <u>May contain one feature</u> Choice of: • Change of direction • Change of configuration • Travel	Must be two lines facing each other Forward skating through the point of intersection. Choice of: • Upright two foot glide • Upright one foot glide • Forward lunge	<u>Additional well-balanced SYS elements permitted. Judges will evaluate first element type presented.</u> Elements higher than Free Skate 2 not permitted Common elements above Free Skate 2 are: • Alternating backward cross-overs to back outside edges • Waltz three-turns • Alternating mohawk/cross-over sequence • Forward power three-turns Split, stag, falling leaf permitted.

ASPIRE PRELIMINARY — 2:10 MAX

5 Elements	One Circle Element	One Line Element	One Block Element	One Wheel Element	One Intersection Element	Additional Items for Aspire Preliminary
Number of Required Holds: 2 different holds shown by the whole team for any length of time Any type of holds permitted 5-20 skaters 17 years of age and younger	Forward and backward skating permitted <u>Must contain one feature</u> Choice of: • Change of direction • Change of configuration • Travel	Must include forward and backward skating Must cover full ice <u>Must contain one feature</u> Choice of: • Change of direction • Change of configuration • Pivoting	Forward and backward skating permitted Must cover full ice <u>Must contain one feature</u> Choice of: • Change of configuration • Pivoting	Backward skating only <u>Must contain one feature</u> Choice of: • Change of direction • Change of configuration • Travel		<u>Additional well-balanced SYS elements permitted. Judges will evaluate first element type presented.</u>

JUDGES' DEDUCTIONS
(APPLIES TO ALL SYNCHRO SKILLS LEVELS)

DESCRIPTION	PENALTY
Costume/prop violation (see costume guidelines)	0.1 from the component mark
Costume failure	0.1 from the component mark
Program time violation every 5 seconds lacking or in excess	0.1 from both marks for every 5 seconds lacking or in excess
Fall, 1 skater (each time)	0.1 from technical mark
Fall, more than 1 skater at one time (fall multiple skaters at the same time)	0.2 from technical mark
Maximum fall deduction per element	0.3 maximum fall deduction per element from technical mark
Element not according to requirements	0.2 from technical mark
Omission of an element (not attempted)	0.6 from technical mark
Illegal element (see U.S. Figure Skating rulebook)	1.0 deduction from both marks
Non-permitted element (see U.S. Figure Skating rulebook)	0.5 deduction from both marks
Holds (incorrect number and not shown by whole team)	0.2 from technical mark per missing hold

ELIGIBILITY RULES:

- All skaters on the team must be either full U.S. Figure Skating members or members of the Learn to Skate USA program. All Learn to Skate USA synchronized skating teams must be registered with U.S. Figure Skating and have a team number.
- Skaters at the Snowplow Sam Synchro through Aspire pre-preliminary levels may have passed the pre-preliminary moves in the field, freestyle and/or dance* test, but no higher.
- Skaters at the Aspire preliminary level may have passed the preliminary moves in the field, freestyle and/or dance* test, but no higher.
- The skater's test level is as of the nonqualifying or Compete USA competition entry deadline.
- No skater may compete on multiple Learn to Skate USA synchronized skating teams and/or cross skate to any of the U.S. Figure Skating competitive divisions.

**Skaters may pass two of the three required dance tests for the pre-bronze level and still be eligible to compete in Aspire Synchro. Once a skater has passed all three of the required pre-bronze dance tests, the skater is ineligible to compete in Aspire Synchro.*

AGE/NUMBER OF SKATERS:

- The ages for Learn to Skate USA synchronized skating teams are as of the preceding July 1st.
- Each team must have between 5-20 skaters. Teams may have a maximum of 4 alternates listed on their roster, in addition to the maximum number permitted on the ice for their respective level.

COSTUME RULES/ILLEGAL ELEMENTS:

- Learn to Skate USA synchronized skating teams should follow the synchronized skating costume guidelines.
- Illegal elements and non-permitted elements apply to all Aspire Synchro levels (see rulebook).

COMPLIANCE FOR INSTRUCTORS/COACHES:

To be credentialed as a coach at a Compete USA event, individuals coaching a synchronized skating team are required to be:

- Learn to Skate USA instructor compliant
- OR**
- U.S. Figure Skating coach compliant

Adaptive Skating - Special Olympics and Skate United

SPECIAL OLYMPICS BADGE 1-12

Competition hosts can use the skills listed below to create either an elements event or program event for Special Olympics competitors. If doing a program, music can be used and will be 1:10 max.

BADGE 1

- Stand unassisted for five seconds
- Sit on ice or fall and stand up unassisted
- Knee dip standing still unassisted
- March forward 10 steps assisted

BADGE 2

- March forward ten steps unassisted
- Swizzles, standing still — three repetitions
- Backward wiggles or march assisted
- Two-foot glide forward for distance of at least length of body

BADGE 3

- Backward wiggles or march
- Five forward swizzles covering at least 10 feet
- Forward skating across the rink
- Forward gliding dip covering at least length of body (R and L)

BADGE 4

- Backward two-foot glide covering at least length of body
- Two-foot jump in place
- One-foot snowplow stop (R and L)
- Forward one-foot glide covering at least length of body: (R and L)

BADGE 5

- Forward stroking across rink
- Five backward swizzles covering at least 10 feet
- Forward two-foot curves left and right across rink
- Two-foot turn front to back, in place

BADGE 6

- Gliding forward to backward two-foot turn
- Five consecutive forward half-swizzles on circle (R and L)
- Backward one-foot glide length of body (R and L)
- Forward pivot

BADGE 7

- A) Backward stroking across the rink
- B) Gliding backward to forward two-foot turn
- C) T-stop (R and L)
- D) Forward two-foot turn on a circle (R and L)

BADGE 8

- Five consecutive forward crossovers (R and L)
- Forward outside edge (R and L)
- Five consecutive backward half-swizzles on a circle (R and L)
- Two-foot spin

BADGE 9

- Forward outside three-turn (R and L)
- Forward inside edge (R and L)
- Forward lunge or shoot the duck at any depth
- Bunny hop

BADGE 10

- Forward inside three-turn (R and L)
- Five consecutive backward crossovers (R and L)
- Hockey stop
- Forward spiral three times length of body

BADGE 11

- Consecutive forward outside edges — minimum of two on each foot
- Consecutive forward inside edges — minimum of two on each foot
- Forward inside mohawk (R and L)
- Consecutive backward outside edges — minimum of two on each foot
- Consecutive backward inside edges — minimum of two on each foot

BADGE 12

- Waltz jump
- One foot spin, minimum of three revolutions
- Forward crossover, inside mohawk, backward crossover, step forward — step sequence should be repeated clockwise and counter clockwise
- Combination of three moves chosen from badges 9-12

Special Olympics Singles Free Skate Levels 1-3, Pairs 1-2, Ice Dance 1-2

For full event descriptions, please refer to the Special Olympics Figure Skating Sport Rules.

Skater may start program at any spot on the ice surface.

Judging and timing will begin when skater commences to skate.

The program must be performed to music, instrumental OR vocal music.

Elements can be performed in any order.

A mandatory deduction will be made for each added element from a higher Badge level.

LEVEL 1 FREE SKATE PROGRAM – 1:00 +/- 10 SEC

Eligibility: A skater competing in Level 1 must be able to complete the skills required in Badges 1-5 but no higher.

The skaters will perform the selected six elements listed below from Badges 1-5.

Additional elements will receive no value and will not be counted but can be used as transitional moves as long as they are only from Badge 1-5.

If an element can be performed in place or moving, moving is considered as better quality:

- Forward swizzles (at least 5)
- Backward swizzles (at least 5)
- Forward one-foot glide left and right
- Two-foot jump in place or moving (forward only)
- One-foot forward snowplow stop (left or right)
- Forward two-foot curves left and right (feet should be parallel and leaning on a curve)

No elements above Badge 5 are to be included. A mandatory deduction will be made for each added element from a higher badge level.

LEVEL 2 FREE SKATE PROGRAM – 1:30 +/- 10 SEC

Eligibility: A skater competing in Level 2 must be able to complete the skills required in Badges 1-9 but no higher.

The skaters will perform the selected seven elements listed below from Badges 1-9.

Additional elements will receive no value and will not be counted but can be used as transitional moves as long as they are only from Badge 1-9.

If an element can be performed in place or moving, moving is considered as better quality:

- Bunny hop
- T-stop left or right

- Backward stroking (6-8 strokes alternating feet)
- Forward two-foot spin (minimum of three revolutions)
- Forward outside three-turn (left and right) (in place or moving) – this is considered as one element and the three turns must consecutively follow each other, but minimal steps in between are allowed
- Consecutive forward crossovers (left and right) in one figure eight pattern (4-6 crossovers per circle)
- Forward lunge or Shoot the Duck (at any depth)

LEVEL 3 FREE SKATE PROGRAM – 2:00 +/- 10 SEC

Eligibility: A skater competing in Level 3 must be able to complete the skills required in Badges 1-12 but no higher.

The skaters will perform the selected seven elements listed below from Badges 1-12.

Additional elements will receive no value and will not be counted but can be used as transitional moves as long as they are only from Badge 1-12.

If an element can be performed in place or moving, moving is considered as better quality:

- Forward spiral
- One-foot upright spin/ Scratch Spin (minimum of three (3) revolutions)
- Waltz Jump in place or moving
- Consecutive backwards crossovers (left and right) in one figure eight pattern (4-6 crossovers per circle)
- Consecutive forward inside edges (set of four edges alternating feet = a total of four edges)
- Forward inside three-turn (left and right) (in place or moving) – this is considered as one element and the three turns must consecutively follow each other, but minimal steps in between are allowed
- Step Sequence consisting of steps and turns from Badge 9-12 (covering at least half of the ice surface, straight line or circular pattern can be used)

LEVEL 1 PAIRS – 1:30 +/- 10 SEC

Eligibility: Team shall consist of two Special Olympics athletes or one Special Olympics athlete and one Unified Sports® pair skater: one male and one female, two males or two females. Both skaters should have similar skating ability and it is suggested that they should be at least single skaters Level 1, but not higher than Level 2.

The program will not exceed a time limit of one minute and thirty seconds, plus or minus ten seconds.

The skaters will perform the selected six elements listed below from Pairs Badges 1-2.

Additional elements will receive no value and will not be counted, but can be used as transitional moves as long as they are only from Badge 1-2.

If an element can be performed in place or moving, moving is considered as better quality:

- Consecutive forward crossovers (left and right) in one figure eight pattern (4-6 crossovers per circle) in unison, hand in hand
- Synchronized two-foot spin (side by side, minimum of three revolutions)
- Two-foot jump in place or moving (forward only), hand in hand
- One partner forward one-foot glide and one partner backward one-foot glide (length of the body), hand in hand or in any holding position
- Two-foot pair spin (position optional with both skaters on two feet, minimum of three revolutions)
- Lunge hand in hand or in any holding position (side by side or facing each other)

LEVEL 2 PAIRS - 2:00 +/- 10 SEC

Eligibility: Team shall consist of two Special Olympics athletes or one Special Olympics athlete and one Unified Sports® pair skater: one male and one female, two males or two females. Both skaters should have similar skating ability and it is suggested that they should be at least single skaters Level 3, but not higher than Level 4.

The program will not exceed a time limit of two minutes, plus or minus ten seconds.

The program must be performed to music, instrumental OR vocal music.

The skaters will perform the selected seven elements listed below from Badges 1-3. Additional elements will receive no value and will not be counted but can be used as transitional moves as long as they are only from Badge 1-3.

Elements can be performed in any order.

- Consecutive backward crossovers (left and right) in one figure eight pattern (4-6 crossovers per circle) in unison, hand in hand
- Bunny hop lift (cross arm hold or armpit hold)
- Step Sequence consisting of steps and turns from Badge 9-12 (Singles) (covering at least half of the ice surface, straight line or circular pattern can be used)
- Kilian hold pair spin (minimum three (3) revolutions, on one or two feet)
- One-foot upright spin/ scratch spin (minimum of three (3) revolutions, side by side)
- Synchronized waltz jump (side by side)

- Spirals hand in hand or in any holding position (position optional)

ICE DANCE LEVEL 1

Eligibility: All ice dancing competitions may be skated solo or may be skated by a dance team. Team shall consist of two Special Olympics athletes or one Special Olympics athlete and one Unified Sports® dance skater: one male and one female, two males or two females. Both skaters should have similar skating ability.

General requirements for first and second pattern dance:

- All Pattern Dances will be skated to music.
- The dance will commence at the end of the rink designated by the referee.
- The introduction may include a maximum number of seven steps.

Dance Rotation (Preliminary)

Skaters will be required to perform the Dutch Waltz, Canasta Tango or Rhythm Blues in accordance with the following rotation schedule.

2020	First Pattern Dance – Canasta Tango Second Pattern Dance – Rhythm Blues
2021	First Pattern Dance – Canasta Tango Second Pattern Dance – Rhythm Blues

ICE DANCE LEVEL 2

Dance Rotation (Pre-Bronze)

Skater will be required to perform the Swing Dance, Fiesta Tango or Cha Cha in accordance with the following rotation schedule.

2020	First Pattern Dance – Cha Cha Second Pattern Dance – Swing Dance
2021	First Pattern Dance – Cha Cha Second Pattern Dance – Swing Dance

Skate United

Competition hosts can use the skills listed below to create either a elements or program event for Adaptive competitors. Skate United skaters have the option to compete in the standard track or Skate United badge levels; accommodations may be made upon request.

If doing a program, music can be used and will be 1:10 max.

ADAPTIVE 2

- Stand on ice
- Review falling and standing up
- March forward 4-5 steps
- Dip/moderate knee bend in place
- Forward two-foot glide from 3 marches

ADAPTIVE 3

- Forward two-foot glide from 5 marches
- Forward swizzles, 3 in a row
- Backward wiggle or walk, 3 in a row
- Beginning snowplow stop on one or two feet

ADAPTIVE 4

- Scooter pushes, 3-4 each foot (R and L)
- Forward one-foot glides (R and L)
- Backward wiggles into backward two-foot glide, 3 counts
- Rocking horse, repeat twice

ADAPTIVE 5

- Backward swizzles, 3 in a row
- Two-foot turn, forward to backward in place, clockwise and counterclockwise
- Curves
- Moving snowplow stop on one or two feet

ADAPTIVE 6

- Backward skating into backward two-foot glide, 5 counts
- Beginning forward stroking
- Forward half-swizzle pumps on a circle, 3-4 consecutive, clockwise and counterclockwise
- Moving two-foot turn, forward to backward on a circle, clockwise and counterclockwise

ADAPTIVE 7

- Forward slalom
- Beginning backward one-foot glide, 2 counts each (R and L)
- Backward half-swizzle pumps on a circle, 3-4 consecutive, clockwise and counterclockwise
- Forward pivot, clockwise or counterclockwise
- Backward snowplow stop (R or L)

ADAPTIVE 8

- Forward outside edge on a circle, 3 counts each (R and L)
- Forward inside edge on a circle, 3 counts each (R and L)
- Forward crossovers, clockwise and counterclockwise
- Backward one-foot glide, 4-5 counts each (R and L)
- Beginning two-foot spin, up to 2 revolutions

ADAPTIVE 9

- Backward outside edge on a circle, 3 counts each (R and L)
- Backward inside edge on a circle, 3 counts each (R and L)
- Introductory forward outside three-turn (R and L)
- Backward crossovers, clockwise and counterclockwise

ADAPTIVE 10

- Forward outside three-turn (R and L)
- Backward alternating half-swizzle pumps
- Side toe hop/side stepping (R and L)
- Two-foot spin, 2-3 revolutions
- Hockey stop, both directions

ADAPTIVE 11

- Introductory forward inside three-turn (R and L)
- Moving two-foot turn, backward to forward, on a circle, clockwise and counterclockwise
- Forward power stroking
- Two-foot to one-foot spin

ADAPTIVE 12

- Forward inside three-turn (R and L)
- Bunny hop, lunge or shoot the duck – skater's choice (R or L)
- Forward spiral or forward extension on a straight line (R or L)
- One-foot spin, 2 or more revolutions
- T-stop (R or L)

Guidelines for Judging

For all Compete USA approved events, the judging panel will be selected by the LOC and may include non-official judges. For a Compete USA event that is held in conjunction with a nonqualifying competition, only official judges will be appointed for all introductory levels and above.

CONDUCT

JR 1.02 Judges shall not stand or sit together nor converse with each other or with spectators or contestants while judging. They shall not compare notes with one another and must judge independently.

Please be aware that talking with other judges during the events can create the perception of bias. Parents, coaches and skaters do pay attention to the judges' behavior. Bring any questions you have during the events to the attention of the referee in charge. The referee should have a Learn to Skate USA Instructor Manual, a Rulebook, a copy of the competition announcement and a copy of the competition manual with them during the competition.

SCORING

The events will be judged using the 6.0 judging system.

For most competitions, you should keep your marks within a 1-point range, such as marks between 1.0 and 1.9 or 2.0 and 2.9.

Accountants prefer that you do not use numbers less than 1.0. For the basic elements and compulsory events, you will give one mark per skater. For the free skate events, you will give two marks: a technical mark in the first column and a presentation mark in the second column. The total of these two marks is what places the skater. Add your marks together to make sure that you don't inadvertently tie two skaters. When the total of the two marks are the same for two skaters, the skater with the higher presentation mark will place higher.

There will be no more than six skaters maximum in any event. As you watch each skater perform, think about the skills involved at this level and decide if this skater is:

A= proficient or advanced, strong skating skills and ready to move on to the next level

B= average skating skills, middle of the class

C= weak skating skills, clearly needs more practice before moving on to the next level

Now assign the skater a mark(s) based on how you evaluated skating skills. Here is an example:

A= 2.7, 2.8, 2.9

B= 2.3, 2.4, 2.5, 2.6

C= 2.0, 2.1, 2.2

As each skater in the group performs, think first about what category you will see their skating A, B or C. Then compare them to the other skaters in the group that you have placed in that same category. Decide which one is better and give that skater the higher mark. This method will help you make comparisons between skaters more quickly.

TAKING NOTES

There is space provided after each skater's name to write any notes or comments that would help you. **Use any method you like that helps you remember what you saw.** Each element that is required is listed at the top of every column. You will see that the worksheet has a column for each element that they are expected to do. You can use the notes area in any way you want to help you evaluate the skaters. Some examples:

1) Write notes like "+" or "-" or "A," "B," "C," for each required element.

2) Write short text notes about what was good/bad about the element.

3) Use a simple "1-10" evaluation of how well the element was executed.

Judges all use shorthand and abbreviations so they can write quickly and keep their eyes on the skater. You can use any technique you want, but here are some common examples:

W = waltz jump

S = Salchow

T = toe loop

Lo = loop jump

F = flip jump

Lz = Lutz jump

A = Axel

U = upright spin

S = sit spin

C = camel spin

CoSp – combination spin

CCoSp – change combination spin

Falls: judges may circle or underline the jump, spin or footwork on which the fall occurred or write an arrow pointing down.

You can also add + or – after a jump, spin or footwork to help you remember if you thought it was well done or not.

DEDUCTIONS

Deductions for Snowplow Sam, Basic 1-6 and Free Skate 1-6 events:

- 0.2 for each element included from a higher level
- 0.1 omission of a required element
- 0.1-0.2 not according to requirements/rules

Deductions for excel and well-balanced events:

- 0.1 from EACH mark for each technical element included that is not permitted in the event description
- 0.2 from the technical mark for each extra or lacking element
- 0.1 for any spin with less than required revolutions

Keep the quality of the skater's overall performance in mind when taking deductions. There should be a penalty but keep it in perspective. For example, if a skater includes elements in their program from a higher level, a 0.2 deduction is taken from the first mark. When assigning marks to that skater, think first about how you would rate their overall skating, category A, B or C, then take the deduction as in the example below:

Skater #1 B	2.4 (-.2) 2.2	2.3	Total 4.5
Skater #2 B	2.5	2.5	Total 5.0
Skater #3 C	2.1	2.2	Total 4.3
Skater #4 A	2.7	2.8	Total 5.5
Skater #5 A	2.8 (-.2) 2.6	2.7	Total 5.3
Skater #6 C	2.0	2.0	Total 4.0

In this example, skater #5 has dropped down to second place, but skater #1 remained in fourth place.

Organization of the Competition

THE LOCAL ORGANIZING COMMITTEE

The local organizing committee (LOC) 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 if 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 Compete USA competition with two to five people. Additional help of up to 10 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 competition 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, etc.) 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 Compete USA 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.

- **Obtaining Ice**

In estimating the costs of ice take into consideration:

- ✓ Number of events offered/tentative schedule
- ✓ Warm-up time needed
- ✓ Time required for ice resurfacing and the number of resurfaces
- ✓ Practice ice, if desired. Practice ice can add to your bottom line. If you can offer practical hours at a modest price, entrants will utilize the ice offered. You will need a committee person to coordinate and supervise practice ice.
- ✓ Awards can be done on-ice or off-ice. (By doing off-ice awards, time and expense can be saved.)

- **Announcement:** Try to include everything in your announcement.

Create your announcement carefully as many questions may arise that can be easily answered by checking the published announcement. When naming your competition, please include the words “Compete USA” after the name so that it is clear to all potential entrants that the competition is specific to the Compete USA structure. Announcements should contain the following:

1. Date/time
2. Host club or sponsoring program
3. Location
4. Rink size and shape
5. Eligibility requirements
6. Event categories
7. Music requirements: Music must be provided by the skater or coach to be turned in at registration or by the deadline. Emphasize that the skater or the coach must bring more than one copy of music.
8. Entry information and deadline date:
 - A. Choose a closing date approximately 40 days before competition date
 - B. State the above information on the opening page of announcement and reiterate this on the entry form
9. Entry fees: Set fees low enough for skater to participate but high enough to cover costs incurred in running the competition.

Suggested fee (not required): \$50 for first event
\$10-15 for each additional event

Fees will vary depending on your competition costs.

10. Awards: Specify which awards will be given. Every participant **MUST RECEIVE AN AWARD.**

Suggested:

 - Medals for places 1, 2 and 3
 - Ribbons for 4th through 6th
 - Specify when the awards will be given
11. Refund Policy: This policy must be stated in the announcement. Present-day competitions usually offer no refunds unless the request is for medical reasons or cancellation of the event by the organizing committee for lack of participants.

12. Total Entrant Numbers: The actual number of entrants may be restricted due to time constraints and late entry policy.
13. Contact Person: List this contact person and phone number(s)
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. Email address
 - E. Learn to Skate USA membership number 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/coach
 - 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 Learn to Skate USA director or authorized club/group person to verify test level and membership status
 2. Current class instructor must be registered Learn to Skate USA instructors
 3. Parent/competitor
 4. Liability signature by parent or guardian

By asking for the instructors and an authorized group/club officer approval on the entry form, you can help ensure that the skater has entered the appropriate event.

15. Map/Lodging: Provide a map and available lodging. Also include directions to the skating facility being used.
16. General Information: Skaters at Learn to Skate USA 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.

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’s organization 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.

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, but not required, that you have at least one official U.S. Figure Skating judge on each panel of three judges. The Compete USA competition may use qualified skaters and/or instructors who are 16 years of age or older and/or persons who are trial judging for appointments. 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.

The chief referee may also be expected to create the judges’ schedule for the events and handle any concerns that may occur over such issues as a skater’s group placement, results or judges’ conduct. Invite judges and officials (i.e., referee, accountant, etc.) as soon as announcement is complete and has been approved. Send the judges’ schedule at least two weeks before the competition. Make sure that the panel of selected judges has familiarity with the Learn to Skate USA curriculum and event structure.

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 can 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 moves that are not permitted within the event descriptions. This might be a good time to go over their schedule for the day so that they will know what to expect. If you are unable to meet with the judges before the competition, send them their schedule in the mail or via email.

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 and 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, 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 the 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. This committee is also responsible for ensuring that the music equipment including proper hookup to the 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, 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 first, second and third 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. 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 or a product or service to your group. You must sell your event to the sponsor in a way that shows how the sponsor will benefit from working with you. 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 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, laid out 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. 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 and 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 and 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 for 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 the hope is 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. They are the first contact of the day and can make or break attitudes toward 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 will include no more than six skaters

maximum. 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 you're preparing skater packets, this committee can be responsible for assembling them prior to registration and distributing the packets to the skaters. It is wise to have someone sign for the packets so you 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, 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.

Timeline for Competition Organization

Four months prior to event:

- Select chair/co-chair/treasurer
- Determine dates
- Contact rink manager
- Create announcement
- Apply for approval of Compete USA competition and Learn to Skate USA approval number
- Apply for a sanction if offering events pre-juvenile and above
- 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 to 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 the schedule, which will include ice resurfacing and warm-up times
- Gather together program materials
- Order medals and ribbons
- Gather supplies for competitor goodie bags such as local souvenirs, discount coupons from community restaurants, candy, toys, etc.

Two weeks prior to event:

- Order sale flowers
- Coordinate food/beverage needs
- Contact vendors and 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 to accounting: (a) announcement, (b) listing of groups, (c) judges' schedule

One week prior to event:

- Update rink manager on needs for competition and do a walkthrough if possible
- Send media release
- Be sure all competitor packet materials have arrived and 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!**

Make it a fun day for all!