

DELEGATION INFORMATION

Team Name: _____

Coach Name: _____

Assistant Coach Name: _____

Team Manager Name: _____

Team Leader Name: _____

Assistant Team Leader Name: _____

Team Medical Staff Name: _____

Judge (optional): _____

Team Official (optional): _____

Additional Team Official (optional): _____

Team Roster: on the following page, you will be asked to provide information for all skaters on your roster that will require accreditation.

TEAM ROSTER

Number on Roster	NAME (listed alphabetically)	DATE OF BIRTH: DD/MM/YYYY	CITIZENSHIP
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Verification: I certify that the roster provided above is accurate and valid to the best of my knowledge.

Signature

Date

Printed Name

Role

TRAVEL INFORMATION

Are all members of the team traveling together? YES NO

Please list all travel information below for your delegation. Include date, time, departure airport code, arrival airport code, and flight number.

Note: If there are connecting flights to get to and from your destination, **ONLY** the **last** leg of the trip to the event and the **first** leg of the trip from the event is needed for the ORS. All other travel information will be communicated through a separate email with HQ Staff.

HOTEL INFORMATION

How many total rooms are being requested?

- Singles: _____
- Doubles: _____
- Triples: _____
- Quads: _____

ROOMING LIST: If you have your own rooming list in a different document, you may attach it to the entry forms or you can enter the information below.

Room #	Name(s)	Room Type (Single, Double)	Check In	Check Out
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

PRACTICE ICE INFORMATION

To request practice ice, please list your team needs in the following format:

Example: Tuesday, January 24, 2 hours mid- morning (10am – 12pm), main rink preferred

Wednesday, January 25, 1 hour 30 minutes late afternoon (5pm – 7pm), either rink

NOTE: It is NOT guaranteed you will receive the hours, slots, and rink asked for. U.S. Figure Skating will not send in the wire request until the practice ice times are confirmed. Please make sure that you copy U.S Figure Skating HQ Staff on all practice ice requests to Organizing Committees.