



PROTOCOL for using U.S. Figure Skating's IJS Equipment

1. Subject to date and hardware availability.
2. User priorities – in order:
 - a) U.S. Figure Skating-sponsored events (qualifying and championship events; USA-based international competitions; designated U.S. Figure Skating technical panel seminars; designated technical panel continuing education events).
 - b) U.S. Figure Skating approved training events requiring the use of the IJS equipment.
 - c) Approved ISP Summer Performance Camps.
 - d) Nonqualifying competitions that meet the following criteria: you are hosting a U.S. Figure Skating qualifying championship within the same calendar year -or- you are conducting National Qualifying Series (NQS) events -or- selected monitoring competitions approved by the Senior Director of Athlete High Performance.
 - e) Other U.S. Figure Skating sanctioned nonqualifying competitions with a confirmed reservation (see number 6 below).
3. Host LOC must have a U.S. Figure Skating-approved technical accountant among its working officials who will be responsible for set-up, operation, take down and packing the equipment. This person must be on the [Technical Accountant List found on Accounting Central](#).
4. LOC responsible for all shipping costs.
 - Shipping is pre-arranged and determined by U.S. Figure Skating based upon demand.
 - Shipping costs are in addition to the rental fees listed below and will be rolled into in the total cost. They are estimated based upon the FedEx rates from Colorado Springs, CO to the User's location and back -or- the cost to forward on to another competition if applicable.
 - LOC must ensure that the equipment is staged in the appropriate location for return shipping pickup and follow up with rink personnel to ensure that the equipment is picked up by the shipping company.
5. LOC responsible for the following rental fees:
 - 2a, 2b, 2c - rental fee waived, all shipping charges still apply
 - 2d - \$750
 - 2e - \$1500
6. No equipment will be shipped until the online IJS Equipment Rental Reservations form is completed in its entirety, no later than 2 weeks prior to the event, and should be completed as soon as possible to avoid possibly losing the reservation to another competition who confirms sooner.

For more detailed information, please take the time to read through the IJS Equipment Rental FAQ document located on **Members Only à Clubs à Hosting and Event à IJS Systems** heading towards the bottom of the page. You may also contact the Director, IJS Technology at rkeene@usfigureskating.org (719) 228-3465 if you have additional questions.