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INTRODUCTION

U.S. Figure Skating is a 501(c)3 non-profit organization and the National Governing Body for figure skating, as recognized by the U.S. Olympic Committee (USOC) and the International Skating Union (ISU). U.S. Figure Skating serves nearly 200,000 members nationwide, has an annual budget of $20M, runs major televised events, selects the World and Olympic Teams, provides a range of programs for all its members, and is governed by the Ted Stevens Amateur Sports Act.

OVERVIEW

BOARD OF DIRECTORS

The Board of Directors is comprised of 15 voting members:

- President
- Three (3) Vice Presidents – Eastern, Midwestern, Pacific Coast
- Treasurer, Secretary
- Two coaching members
- Four athlete members – Singles, Pairs, Dance, Synchronized Skating*
- Four Group Coordinators: Administrative / Legal, Athlete Services, Membership Development and Technical and Officials

Ex-Officio: (non-voting positions)

- ISU Representative who functions as the International Group Coordinator
- Immediate Past President

*Annually, one of the four athlete members is non-voting. This rotates between disciplines.

OUR MISSION

We create and cultivate opportunities for participation and achievement in figure skating.

OUR VISION

Together, we foster fun and inspire a lifelong passion for skating, while developing champions on and off the ice.

OUR VALUES

EXCELLENCE
Highest standards in all endeavors.

INTEGRITY
Honesty and openness in all we do.

RESPECT
We value each other’s voices, contributions and well-being.

RESILIENCE
We get up and adapt to challenges on and off the ice.

COMMUNITY
Nurturing connections through the skating community.
COMMITTEE STRUCTURE

U.S. Figure Skating is comprised of 26 permanent committees, organized into five committee groups. Each committee has a specific role to play in supporting the overall organization in carrying out its mission and Strategic Plan. The responsibilities of each committee, by group, are included in this handbook.

Every part of figure skating that members interact with is supported and overseen by volunteer committees that focus efforts on that specific part of the sport. The committees oversee, interpret and adjust rules under their jurisdiction and develop strategies to ensure that their part of the sport is relevant, current and in support of the overall Strategic Plan goals and objectives. Committees evaluate, develop and implement programs to support members in their areas. Committees partner with staff liaisons and assigned departments at U.S. Figure Skating headquarters to ensure that their mission, programs, roles, etc., are carried out effectively throughout the organization.

Committee chairs are responsible for thoroughly understanding their area, identifying how their areas intersect with the Strategic Plan and leading their members in supporting these areas. Each committee is represented by a Group Coordinator on the Board of Directors. Committee Chairs communicate regularly with their Group Coordinators to bring issues forward affecting their committees.

Together, committees contribute the pieces to create the picture of U.S. Figure Skating.

*The members and chairs of these committees are designated by U.S. Figure Skating Bylaws.
STRATEGIC PLAN

U.S. Figure Skating has adopted a four-year strategic plan for the current Olympic quadrennial (2018-2022), posted on Members Only. This plan was adopted by the Board of Directors in February 2018.

Annually, the Strategic Planning Committee reviews and makes updates to the Strategic Plan, for adoption by the Board of Directors. The Strategic Plan features seven focus areas, each with a strategic goal, objectives and Key Performance Indicators, along with ideas for strategies and responsibility. It is the responsibility of the Board, staff and all committees to work towards the goals and objectives within the plan.

During the annual update process, committee leadership could provide input into the areas that affect them. This includes updates on progress, recommendations to adjust objectives, strategies and issues to consider or the timeline. Committee chairs may also participate in electronic SWOT analysis or provide reports on their area.

STRATEGIC PLAN FOCUS AREAS AND OVERALL GOALS:

MEMBERSHIP GROWTH AND RETENTION
A solid and growing membership base

ATHLETE DEVELOPMENT AND ATHLETE PROGRAMS
Support all athletes in reaching their goals and maximizing their potential

TECHNOLOGY
A current, functional, integrated and flexible technology platform.

GOVERNANCE AND FINANCE
An integrated and agile governance structure with a solid financial base.

OFFICIALS
A deep pool of well-trained officials across the U.S. to support U.S. Figure Skating tests and competitions.

SAFESPORT
Ongoing proactive measures to protect members of U.S. Figure Skating against misconduct, abuse and harassment.

BRAND AWARENESS
A strong overall brand awareness.
HOW DO COMMITTEES FIT INTO THE STRATEGIC PLAN?

Updates to the 2018-2022 Strategic Plan were most recently adopted in February 2020. This version of the plan illustrates all updates, actions and responsibilities since 2018. The current version is found on Members Only. Committee chairs should be familiar with the details of the objectives in the Strategic Plan and develop tactics on how their committee can support these overall objectives within the scope of what their committee does. The Committee Chair should plan out their season’s goals and communicate to committee members what goals, programs and tactics are planned. If a committee has National Vice Chairs, this group becomes the leadership team of that committee to work together in this area. In addition, where there is a common objective or strategy that involves more than one committee, committee chairs should reach out to these other committees to work together on tactics.

A tool that committees use to align their work with the Strategic Plan is an Operating Plan. This tool is created in MS Excel and works in that committee leadership selects overall U.S. Figure Skating goals and objectives from the Strategic Plan and lists programs, strategies and tactics that their committee or area of the sport is working on to meet these objectives. It includes a responsibility section to align subcommittee or individuals. Operating Plans can be done for each committee, or if it makes sense, chairs can work together.

EXAMPLE OPERATING PLAN:
GENERAL INFORMATION, RESPONSIBILITIES AND DEFINITIONS

DEFINITIONS OF ROLES ON COMMITTEES:

**COMMITTEE CHAIR**

The Committee Chair is globally responsible for their area of skating. They report to and are represented by their respective Group Coordinator on the Board of Directors. Except for those committees noted by an *, the chair is nominated by the Nominating Committee and appointed by the President for a term of one-year. Generally, Committee Chairs serve approximately three to four one-year terms.

**NATIONAL VICE CHAIR**

A National Vice Chair (NVC) chairs a subcommittee within a larger committee. They are responsible for their area, but it is a narrower scope within a committee. The NVCs of each subcommittee are appointed by the Chair. The NVC reports to the Committee Chair and the NVCs on a committee comprise the “leadership team,” of that committee.

**SECTIONAL OR REGIONAL VICE CHAIR**

A Sectional Vice Chair (SVC) or a Regional Vice Chair (RVC) represents their section or region of the country on a committee or subcommittee, handling issues with members or clubs in that area.

**VICE CHAIRS**

A Vice Chair is responsible for a specific part of the sport or area of the sport but does not oversee people. For example, a “vice chair for synchronized skating” would represent synchronized skating within a committee or subcommittee.

**MEMBERS**

All at-large committee members that do not have a specific leadership role are expected to provide feedback, communication, etc., on that general committee. They are a pool of individuals that can serve on projects or participate in programs and should vote on all committee ballots in a timely manner. Members should be given an understanding of the time commitment of the committee work and are fully expected to participate in committee activities.

**ATHLETE MEMBERS**

All committees and subcommittees must have at least 20% of the members be athlete representatives. Athlete members must meet the requirements outlined in Article XXII of the Bylaws. The Athletes Advisory Committee (AAC) approves athlete members on each committee. All athlete members are expected to fully participate in committee activities and provide the voice of the athletes. While the AAC is the most active in representing athletes, committees are encouraged to use the entire pool of athlete members available. Athlete members are asked annually to complete a committee service interest form, and athletes with interest in each committee are forwarded to the Chair by U.S. Figure Skating headquarters.
GENERAL RESPONSIBILITIES OF ALL COMMITTEE CHAIRS:

- Must pass a background check and complete the U.S. Center for SafeSport Training by July 1.
- Report to their respective Group Coordinator on the Board of Directors.
- Partner with their assigned U.S. Figure Skating headquarters staff liaison / department.
- If applicable, develop budgets for committee programs and activities.
- Set the direction, goals and priorities of the committee.
- Set expectations for their committee leadership and members.
- Appoint leadership and committee members (unless otherwise noted in the rules/Bylaws).
- Communicate regularly with committee leadership and members; starting with a welcome letter.
- Leadership Development: Identify future leaders. Engage committee members, delegate projects and strategically appoint members to leadership roles to develop and train them to advance through leadership ranks.
- Represent the committee and its activities to other committee chairs and leadership. Write and submit two reports annually to submit to the Board of Directors and Governing Council.

COMMUNICATING WITH MEMBERS, OTHER COMMITTEE CHAIRS AND BOARD MEMBERS

All committee rosters with email contacts are found by logging onto Members Only, the on the upper right-hand side of the screen, selecting the “Directory” option, followed by “Committee”. This organizes all committees by group and provides the position, email and phone number of every committee member and member of the Board of Directors. Members can be emailed directly by clicking on their email, or a roster can be exported as a PDF.

Further, U.S. Figure Skating headquarters staff liaisons can provide Chairs and NVCs, upon request via e-mail, an Excel spreadsheet of the same information.

TIPS FOR COMMITTEE CHAIRS IN ACCOMPLISHING YOUR GENERAL RESPONSIBILITIES:

- Keep a running list of activities that you and your committee members complete to incorporate into your fall and spring reports.
- Collaborate and communicate. Chairs of other committees, your Group Coordinators and Headquarters staff are there to help. Reach out to peers in their areas of expertise.
- Start thinking about a successor when you begin your service. Talk with your NVCs, VCs, SVCs, etc., about their future interests (don’t promise anything; this is in the hands of the Nominating Committee but developing a pool of potential future leaders is important).
- Track committee members’ activity in a spreadsheet to ensure they are engaged and participating.
GENERAL U.S. FIGURE SKATING INFORMATION

BUDGETS
Annually, the treasurer prepares and presents a budget to the Board of Directors for its approval, and to the Governing Council for its adoption. All leaders within U.S. Figure Skating play a role in developing the budget.

Annually, at the direction of the treasurer, Committee Chairs will partner with their U.S. Figure Skating headquarters liaison and their Group Coordinator to prepare budget request templates for programs in their areas. This is typically started in November, immediately following the Board meeting.

Budget templates are Excel worksheets with directions on them. Committees are asked to develop budgets for programs they wish to execute in the upcoming Fiscal Year. All programs should be in alignment with the current Strategic Plan and have measurable goals.

There is one administrative budget shared by all committees for basic things like shipping, conference calls, video calls, the use of Basecamp, etc. Committees that accomplish most of their work with basic administrative expenses are not required to complete a budget request.

Committee Chairs requesting funds for travel to events and meetings need to complete a Committee Administrative budget template, and those requesting funds for programs, seminars, camps, outreach, etc., need to complete a Program budget template.

SPOKESPERSON INFORMATION / POLICY
While Committee Chairs are the ambassadors for the areas and spokespersons regarding internal communication, there are only three official spokespersons for U.S. Figure Skating: 1) The President 2) the Executive Director and 3) The Senior Director of External Relations.

Committee Chairs should not represent U.S. Figure Skating to media or outside of the organization without the permission / direction of one of those individuals. If you get a media request, please contact the Senior Director of External Relations for direction.

All officials are subject to the Social Media policy. All Committee Chairs and their members should exercise caution and good judgment when posting on social media or in other written communication, as you are seen in a “leadership role.”

SAFESPORT POLICIES
All committee chairs, leadership and members should be ambassadors for the SafeSport program. Please familiarize yourself with SafeSport policies and rules by reading the SafeSport web page. Questions about the SafeSport program should be directed to the Chair of the SafeSport Committee.

CONFLICT OF INTEREST
It is important that when leading or serving on a committee that your focus is on what is in the best interest of that committee, and globally on behalf of U.S. Figure Skating. By accepting a position as a member of a leader of a committee, you have a fiduciary relationship with U.S. Figure Skating. Some examples of conflicts of interest can include membership/leadership in your home skating club, membership in other organizations, coaching athletes that are represented by your committee work, competing in events or levels where you have influence over the rules, businesses related to figure skating in which you have a financial interest or business controlled by a spouse or close relative, or even your own officiating career.

These conflicts do not disqualify a person for membership or leadership roles, however, it is important that they be recognized and identified. The committee member should place the global best interest of the organization ahead of their personal interest or the interest of another business or organization when there may be a personal gain or benefit from a decision or outcome. Upon identification of the conflict of interest the committee will determine if the member may be included in discussion and/or voting.

Annually, all committee chairs must complete and sign a conflict of interest disclosure form and are required to report any conflicts of interest to the Chair of the Ethics Committee.
COMMUNICATION TOOLS AVAILABLE TO COMMITTEES

VIDEO AND TELECONFERENCES
The preferred tool for video and teleconferences is Zoom. Each department at U.S. Figure Skating Headquarters has at least one professional Zoom account that can be used for committee meetings, calls and/or videoconferences. When you would like to schedule meetings or virtual activities, communicate with your staff liaison to set up the links and/or numbers.

BASECAMP
Basecamp is the preferred online meeting space application to be used by any U.S. Figure Skating committee. U.S. Figure Skating holds an overall account. Basecamp has a message board, shared document space, shared calendar and chat tool. It is an excellent way of sharing information and communicating in an organized way with committee members. U.S. Figure Skating headquarters staff liaisons can set up Basecamp spaces for any committees and support you in managing them.

EMAIL
Committees often communicate via email. U.S. Figure Skating staff liaisons can pull committee rosters with emails for you at any point. When discussing larger committee issues and sharing numerous documents, chairs are encouraged to use Basecamp instead of Email chains.

WEBNARS
U.S. Figure Skating has a Zoom account with webinar capability. Committees can host either live webinars or pre-record and distribute them. The webinar tool (vs. Zoom meeting) is best utilized when you are expecting a large audience with limited interaction from the attendees. Your U.S. Figure Skating staff liaison can set up a webinar for you and help you decide whether the meeting or webinar tool is the best fit for your virtual activity. Here are some examples of good uses of the webinar tool:
- Outward communication: Webinars can be hosted / recorded to inform members of new information.
- Education: Webinars can be hosted / recorded for training purposes for official, coaches, parents, or any other member group.
- Any webinars can be easily recorded, and a link can be emailed out, or posted to the “webinars” section of Members Only.

EBLASTS
U.S. Figure Skating’s Marketing Department oversees an Eblast server for communicating general information to members, or groups of members. Eblasts must be overseen by a U.S. Figure Skating headquarters staff liaison and are a good way to disseminate information regarding upcoming programs or activities.

SOCIAL MEDIA
Requests can be made, via a U.S. Figure Skating staff liaison for posts about programs, activities, events, etc., to be made via official social media channels – Facebook, Twitter, Instagram, etc.

MEMBERS ONLY
Committee rosters and contact information can be found by logging onto Members Only and selecting “Directory.” Further, contact information for all officials can be found in the same location.

WEB SITE
In January 2020, U.S. Figure Skating launched a complete redesign of the USFigureskating.org as well as moving a significant amount of information to Members Only / usfsaonline.org. Committee membership should spend some time becoming familiar with these new web sites, especially the sections that are pertinent to their programs. If you have ideas, suggestions or want to see changes to the content of sections that your committee oversees, please communicate with your staff liaison.

SURVEYS / FORMS
U.S. Figure Skating uses a Formsite program to create, document and distribute surveys, forms, ballots, etc. This is a great way to collect data or information. Staff liaisons can set forms up for you and help you distribute when needed.
HOW RULE CHANGES WORK

OVERVIEW
Most committees have jurisdiction over a set of rules in the U.S. Figure Skating rulebook. It is the responsibility of that committee, led by the Chair, to oversee those rules to ensure that they are current, relevant and in support of our mission and vision. As figure skating evolves over time, our rules need to adapt, as well.

Most rule changes begin at the committee level, through observations by the chair, by members or by others in the field. From there, the committee should discuss the issues, via in-person discussions at events, email, conference or video call, or using discussion feature in Basecamp.

BALLOT PROCESS
The next step is the Ballot process. A ballot is a formal way of collecting and recording comments, input and the vote of committee members. The Committee Chair fills out a Ballot Initiation Form, and sends it to the Director of Technical Services, or their designated staff liaison at U.S. Figure Skating headquarters.

The Ballot Initiation Form asks the Committee Chair the following:
• The proposed rule change and specifically what you are prosing to do: (i.e., amend, delete, add, etc.). Underline any text that you are proposing to add to a current rule, and striking through any text you are proposing to delete.

• The relevant rule numbers and page numbers in the current rulebook.
• A rationale for the rule change (a detailed explanation of why you want to do this).
• The financial impact (if applicable)
• The implementation date (i.e., what date do you want the rule to go into effect?)
• A measurement of success, or impact, if applicable. (i.e., by changing this rule, we anticipate that the number of skaters participating in this event will increase by 10% over two years).
• Any other committees that will be impacted by this change and should also be included on the ballot. (For example, if it is a change regarding something in synchronized skating competitions, it might go to the Synchronized Skating Development and Technical Committee, the Competitions Committee, Athletes Advisory Committee and Coaches Committee).

ROLE OF COMMITTEE MEMBERS:
Committee members who receive a ballot are expected to complete it promptly and thoughtfully, voting on the changes detailed in the ballot and providing comments and input for the chair. When the voting time period closes, the results are sent via e-mail to the Chair. The Chair then decides the next step. They can move forward with the rule change, engage further discussion with their committee, or decide to not move forward.

TOOLS AND TIPS IN CREATING A BALLOT / FILLING OUT THE FORM:
✓ Ask for assistance from the Rules Committee. If you aren’t sure of the best way to write the proposed language, contact the Chair of the Rules Committee and explain what you want to accomplish. They will then either help you directly or assign a member of the committee to work with you.

✓ Consult with other relevant Committee Chairs for their input. (For example, if the Adult Skating Committee wants to adjust a rule for a dance event at the U.S. Adult Championships, they should communicate initially with the Chair of the Competitions Committee / NVC for Adult Skating and the Dance Development and Technical Committee. Note: Adult test and competitions aim to stay standardized as much as possible, communicating with the Chair of Adult Skating is helpful.)
**REQUESTS FOR ACTION**

If the ballot is approved and accepted by the majority of the committee members, and the Chair and/or leadership team of that committee want to advance it to a rule change, the next step is to write a Request for Action, illustrating the language of the rule change. This is sent to the Group Coordinator to present it to the Board of Directors, on the committee’s behalf. Typically rule change should be passed with 75-80% of the committee[s] approving the change to move forward with a request for action.

Requests for Action can be presented to the Board at any scheduled in-person, video or teleconference, though it is typically done at either the November in-person meeting or in April at the webinar meeting, in advance of Governing Council.

**APPROVAL AND ADOPTION**

The Board votes on the Request for Action, and their decision goes into a Report of Action. All actions taken by the Board, at any point during the season, can either be adopted, amended or rescinded by the Governing Council at their annual meeting in May. Generally, a rule change officially goes into effect when adopted by the Governing Council in May, as of the implementation date listed on the Request for Action.

There are circumstances, however, that rule changes can be implemented during the season, after a Request for Action has been approved the Board of Directors. These are typically unusual circumstances that are impacting the current competitive season.

When determining an implementation date, take into consideration how the change impacts athletes competing. For example, test rules often have an implementation date of September 2, as September 1 is the entry deadline for the qualifying season and they won’t impact skaters’ preparation for the upcoming season.

**TIPS FOR GETTING YOUR REQUEST FOR ACTION APPROVED BY THE GOVERNING COUNCIL:**

- The first of April, a “meeting book” will be published with the actions of the Board, for the delegates that are attending Governing Council. This includes all actions taken by the Board during the year (see above).
- After the meeting book is published, committees can help educate the membership by reaching out to your constituency via calls, webinars, meetings at events, the Vice Presidents’ “book calls,” etc., on what Requests for Action your area is putting forward and why. Also prepare to answer questions at the “Critical Issues” session at Governing Council.

**WHAT HAPPENS AFTER A BALLOT IS APPROVED?**

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
<th>STEP 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>The committee writes a REQUEST FOR ACTION</td>
<td>The committee send the Request for Action to the GROUP COORDINATOR</td>
<td>The Group Coordinator presents the Request for Action to the BOARD OF DIRECTORS</td>
<td>The Board of Directors VOTES on the Request for Action</td>
<td>The Governing Council VOTES to approve, amend or rescind any actions of the Board.</td>
</tr>
</tbody>
</table>
The staff at U.S. Figure Skating is your partner and support system in accomplishing many of your committee’s goals and executing programs and initiatives. The general office hours are Monday–Friday, 8 a.m.–4:30 p.m. MTN.

Assigned staff liaisons work closely with each committee in supporting their specific programs and areas, with additional members assisting where necessary. All committee members will receive their staff assignment directly. Generally, the following departments and areas support the following committees:

<table>
<thead>
<tr>
<th>DEPARTMENT / STAFF</th>
<th>COMMITTEES</th>
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</table>
| Athlete High Performance | • International  
  • Singles, Pairs and Dance Development and Technical Committees  
  • Athlete Advisory Committee  
  • Coaches |
| Synchronized Skating and Skating Programs | • Synchronized Skating Development and Technical  
  • Programs and New Program Development  
  • Adult Skating |
| Membership | • Membership Committee |
| Development | • Memorial Fund |
| Events | • Competitions Committee  
  • Domestic Selections* |
| Finance | • Finance, Audit |
| Office of the Executive Director (Technical Services, SafeSport, Special Projects) | • Ethics  
  • Grievance  
  • SafeSport, Rules  
  • Strategic Planning  
  • Domestic Officials Recruitment & Management  
  • Domestic Selections*  
  • Officials Training  
  • Tests  
  • International Officials |

* Some aspects Domestic Selections will be handled by Events, some by Technical Services
TIMELINES
The U.S. Figure Skating membership and Fiscal Year (FY) is July 1 – June 30. However, Governing Council, typically the first weekend of May, is when leadership turns over, new rules are passed and the tone is set for the upcoming season. May is typically a transition month moving the organization from one season to the next.

TIMELINE HIGHLIGHTS

<table>
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<tr>
<th>SPRING / SUMMER</th>
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<tr>
<td>MAY</td>
</tr>
<tr>
<td>• Governing Council and Board of Directors Meeting.</td>
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<tr>
<td>• The new Board of Directors and Committee Chairs begin their terms.</td>
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<tr>
<td>• The new Nominating Committee is convened.</td>
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<tr>
<td>• Committee Chairs must submit their new rosters to U.S. Figure Skating headquarters.</td>
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<tr>
<td>MAY / JUNE</td>
</tr>
<tr>
<td>• Committee Chairs send out welcome letters / communications to their new members establishing a baseline for the season.</td>
</tr>
<tr>
<td>JULY 1ST</td>
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<tr>
<td>• New membership season officially starts.</td>
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<tr>
<td>• All Board members, Committee Chairs, staff, officials and coaches must have completed their compliance requirements.</td>
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<tr>
<td>JUNE – AUGUST</td>
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<tr>
<td>• Committee Chairs should be establishing their goals, priorities, strategies and tactics for the next season and completing their Operating Plans.</td>
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<thead>
<tr>
<th>FALL</th>
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<tr>
<td>OCTOBER 1ST</td>
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<tr>
<td>• Committee Chairs submit reports on their activity for the Board of Directors fall meeting.</td>
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<tr>
<td>NOVEMBER</td>
</tr>
<tr>
<td>• Board of Directors Annual Meeting.</td>
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<tr>
<td>NOVEMBER / DECEMBER</td>
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<tr>
<td>• Preparation of budgets for next FY.</td>
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<tr>
<th>WINTER</th>
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<tr>
<td>FEBRUARY 1ST</td>
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<tr>
<td>• Deadline to submit a request to complete a ballot for a Bylaw amendment.</td>
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<tr>
<td>FEBRUARY</td>
</tr>
<tr>
<td>• Deadline to submit a Request for Action for a Bylaw amendment.</td>
</tr>
<tr>
<td>• Deadline to submit a request to complete a ballot for a rule change.</td>
</tr>
<tr>
<td>• February Board meeting - Board approves budgets for next FY.</td>
</tr>
<tr>
<td>MARCH 1ST</td>
</tr>
<tr>
<td>• Deadline to submit a Request for Action for a rule change.</td>
</tr>
<tr>
<td>• Committee Chairs submit reports on their activity for the Governing Council meeting.</td>
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<tr>
<td>• Nominating Committee posts the slate of Nominated Candidates.</td>
</tr>
<tr>
<td>APRIL</td>
</tr>
<tr>
<td>• Board of Directors webinar to consider all Requests for Action going to the Governing Council.</td>
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<tr>
<td>• Committee preparation for Governing Council, including the communication of Requests or Action.</td>
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OVERALL U.S. FIGURE SKATING CALENDAR

This common calendar highlights important activities, deadlines and events that happen annually throughout U.S. Figure Skating. Understanding what is going on throughout the organization will help all committee members see how their statement of work fits into the big picture. (Please note that the calendar below reflects a typical U.S. Figure Skating season. There will be adjustments to the programming and calendar throughout the 2020-21 season.)

<table>
<thead>
<tr>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
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<tbody>
<tr>
<td><strong>GOVERNANCE ITEMS / DEADLINES / ALL</strong></td>
<td><strong>GOVERNANCE / PLANNING MEETINGS</strong></td>
<td><strong>HIGH PERFORMANCE</strong></td>
<td><strong>QUALIFYING EVENTS / COMPETITION STRUCTURE</strong></td>
</tr>
<tr>
<td>• Board of Directors Meeting</td>
<td>• Various committee leadership meetings</td>
<td>• High Performance Plan Due to USOC</td>
<td>• National Qualifying Series events</td>
</tr>
<tr>
<td>• Governing Council</td>
<td></td>
<td></td>
<td>• National Qualifying Series events</td>
</tr>
<tr>
<td>• Committee rosters due</td>
<td></td>
<td></td>
<td>• U.S. Collegiate Championships</td>
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<tr>
<td>• Nominating Committee elected for new season</td>
<td></td>
<td></td>
<td>• National Qualifying Series events</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• ISU rule changes take effect</td>
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<tr>
<td><strong>ATHLETE PROGRAMS</strong></td>
<td></td>
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<td>• Jump on It! Camp (singles)</td>
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<td>• S.T.A.R.S. combines</td>
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<td>• S.T.A.R.S. combines</td>
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<td>• National Qualifying Series events</td>
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<tr>
<td><strong>SKATING PROGRAMS / NATIONAL PROGRAM EVENTS</strong></td>
<td></td>
<td></td>
<td>• U.S. Figure Skating Pairs, Dance, Singles Camps</td>
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<td>• Champs Camp</td>
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<td>• North American Rink &amp; Conference Expo</td>
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<td>• S.T.A.R.S. combines</td>
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<tr>
<td>• Annual PSA Conference</td>
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# OVERALL U.S. FIGURE SKATING CALENDAR

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<tr>
<th>SEPTEMBER</th>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
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<tr>
<td><strong>GOVERNANCE ITEMS / DEADLINES / ALL</strong></td>
<td>• National Qualifying Series events</td>
<td>• Committee Chairs: Fall Reports due</td>
<td>• Board of Directors Fall Meeting</td>
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<td></td>
<td>• Sept 1: Registration deadline for qualifying season</td>
<td>• Nominations for Leadership positions open</td>
<td>• PSA Board of Governors Meeting</td>
</tr>
<tr>
<td><strong>GOVERNANCE / PLANNING MEETINGS</strong></td>
<td>• Strategic Planning Committee</td>
<td>• Committee Chairs: Fall Reports due</td>
<td>• Nominating Committee – 1st meeting</td>
</tr>
<tr>
<td><strong>HIGH PERFORMANCE</strong></td>
<td>• Novice and Junior Challenge Skate</td>
<td>• Regional Singles Challenges</td>
<td>• Budgeting process begins</td>
</tr>
<tr>
<td><strong>QUALIFYING EVENTS / COMPETITION STRUCTURE</strong></td>
<td>• National Qualifying Series events</td>
<td>• Sectional Pairs and Dance Challenges</td>
<td>• Sectional Singles Finals</td>
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<tr>
<td></td>
<td>• Oct. 1: Registration deadline for sys qualifying season</td>
<td>• Oct. 1: Registration deadline for sys qualifying season</td>
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<tr>
<td><strong>ATHLETE PROGRAMS</strong></td>
<td>• National Solo Dance Series Final</td>
<td>• National Solo Dance Series Final</td>
<td>• National Solo Dance Series Final</td>
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<tr>
<td><strong>SKATING PROGRAMS / NATIONAL PROGRAM EVENTS</strong></td>
<td>• National Solo Dance Series Final</td>
<td>• National Solo Dance Series Final</td>
<td>• National Solo Dance Series Final</td>
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<tr>
<td><strong>EDUCATION SEMINARS / EVENTS</strong></td>
<td>• Club education and instructor workshops</td>
<td>• Club education and instructor workshops</td>
<td>• Club education and instructor workshops</td>
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<tr>
<td><strong>OFFICIALS TRAINING</strong></td>
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<tr>
<td><strong>ISU EVENTS / SCHEDULE</strong></td>
<td>• U.S. International Classic &amp; Novice and Junior Challenge Skate</td>
<td>• Skate America</td>
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<td>• ISU Junior Grand Prix events</td>
<td>• ISU Grand Prix events</td>
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<td>• ISU Challenger Series events</td>
<td>• ISU Junior Grand Prix events</td>
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<td>• ISU Challenger Series events</td>
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<tr>
<td><strong>MEMBERSHIP GROWTH EVENTS</strong></td>
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<td>• Series of SkateFests</td>
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U.S. FIGURE SKATING COMMITTEE HANDBOOK
# OVERALL U.S. FIGURE SKATING CALENDAR

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<thead>
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<th></th>
<th>JANUARY</th>
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<th>APRIL</th>
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<tr>
<td><strong>GOVERNANCE NOTES / PLANNING MEETINGS</strong></td>
<td>• Final Nominating Committee Meeting</td>
<td>• Board of Directors Budget Meeting</td>
<td>• March 1: Slate of candidates published</td>
<td>• Board of Directors videoconference</td>
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<tr>
<td></td>
<td>• Board of Directors Budget Meeting</td>
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<td>• March 1: Deadline to submit an RFA</td>
<td>• Presidents Webinar</td>
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<td></td>
<td>• Availability request to officials for U.S.</td>
<td></td>
<td>• March 1: Deadline to submit an RFA</td>
<td>• Vice-Presidents Governing Council Calls</td>
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<tr>
<td></td>
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<td>• March 1: Committee Chair reports due</td>
<td>• Athlete Advisory Committee Elections</td>
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<td></td>
<td>• Availability request to officials for</td>
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<td></td>
<td>qualifying season</td>
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<tr>
<td><strong>HIGH PERFORMANCE</strong></td>
<td>• World Junior Team Selection Camp</td>
<td>• Adult Sectional Championships</td>
<td>• U.S. Adult Championships</td>
<td>• Athlete Acceleration Summit</td>
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<tr>
<td><strong>QUALIFYING EVENTS / COMPETITION STRUCTURE</strong></td>
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<td></td>
<td>• National High-Performance Development Team</td>
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<td>• U.S. Adult Championships</td>
<td>• Nations Cup – Theatre on Ice</td>
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<td></td>
<td>Camp</td>
<td>qualifying</td>
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<td>• ISU World Team Trophy Competition</td>
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<td></td>
<td>• Sectional Synchronized Skating Championships</td>
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<td>• National High School Final</td>
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<td>• Adult Competition Series Final</td>
<td>• ISU World Junior Championships</td>
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<td>• Club education and instructor workshops</td>
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<td>• ISU World Junior Synchronized Skating</td>
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<td>• International Synchronized Skating Championships</td>
<td>• ISU World Junior Synchronized Skating</td>
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<td>• ISU World Figure Skating Championships</td>
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<td>• ISU spring competitions</td>
<td>Championships</td>
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<td>• Youth Olympics</td>
<td>• ISU World Figure Skating Championships</td>
<td>• ISU World Synchronized Skating Championships</td>
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<tr>
<td><strong>OFFICIALS TRAINING</strong></td>
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<td>• ISU Four Continents Championships</td>
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<td>• ISU World Synchronized Skating Championships</td>
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<td>• ISU World Team Trophy Competition</td>
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<tr>
<td><strong>MEMBERSHIP GROWTH EVENTS</strong></td>
<td>• National Skating Month</td>
<td>• ISU Four Continents Championships</td>
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<td>• Series of SkateFests</td>
<td>• International Synchronized Skating Comps.</td>
<td>• ISU World Figure Skating Championships</td>
<td>• ISU World Team Trophy Competition</td>
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PART 2
INFORMATION FOR SPECIFIC COMMITTEES

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The Administrative / Legal Group is comprised of committees that oversee core administrative and legal functions of the organization. While they are not involved with figure skating specific areas they are the backbone of the organization. These committees support its present and future stability and success through sound finances, strategic planning and risk mitigation. The Ethics, Grievance and SafeSport Committees work together to ensure all members are following sound policies and rules that promote a safe, positive and healthy environment for all members.

The Audit Committee, Compensation Committee, Finance Committee, Ethics Committee, SafeSport Committee, Grievance Committee, Rules Committee and Strategic Planning Committee are permanent committees.

**Committee Realignment Project Impact**

The committee realignment passed by the 2018 Governing Council had little impact on the Administrative / Legal group structure. The Sanctions and Eligibility Committee was removed from the structure, with the statement of work moving to the Membership Committee. All other committees remain intact, with no significant changes to their structure or statement of work.

*The chairs and members of these committees are defined in the bylaws.*
AOUDIT COMMITTEE, COMPENSATION COMMITTEE AND FINANCE COMMITTEE

OVERVIEW
These three committees have specific tasks outlined in the U.S. Figure Skating rules and bylaws, and their chairs and members are also specified in the Bylaws and Rules. Please see these documents for details.

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>Composition</th>
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<td>AUDIT COMMITTEE</td>
<td>Article XVIII, Section 2A of the Bylaws and ACR 2.00</td>
<td>ACR 3.00</td>
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<td>FINANCE COMMITTEE</td>
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<td>Article XVIII, Section 2B of the Bylaws and CPC 2.00</td>
<td>CPCR 3.00</td>
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ETHICS COMMITTEE

OVERVIEW
The Ethics Committee has jurisdiction over all matters arising under the U.S. Figure Skating Code of Ethics or Code of Conduct.

The Chair appoints committee members. While there are no specific requirements for the selection of committee members, having a legal background and/or knowledge about abuse and misconduct is valuable for both the chair and committee members.

RESPONSIBILITIES OF THE CHAIR
Interpret, administer, and apply the U.S. Figure Skating Code of Ethics and Code of Conduct, including the development of principles of ethical behavior and conflict of interest applicable to U.S. Figure Skating members and member clubs and the administration of U.S. Figure Skating’s conflict of interest annual disclosure process in accordance with GR 1.10. Timely response to all communications and issues is critical in this position, which is very time consuming.

• Review all matters referred by the U.S. Figure Skating president or vice-presidents involving alleged violations of the U.S. Figure Skating Code of Ethics or Code of Conduct
• Investigate all matters pertaining to enforcement of the rules and the different membership classifications registered with U.S. Figure Skating.
• Determine whether ethics violations appear to have been made and communicate/deliver the Grievance Statement to the respondent, chair of the Grievance Committee and the corresponding sectional vice-president.
• Impanel subcommittees to review SafeSport complaints referred by the SafeSport Committee Chair for further review. See Rules ECR 4.00 – 4.13 for the specific process used to handle SafeSport Complaints.
• Issue Letters of Admonition where findings of an impaneled subcommittee and then the appropriate committee chairs indicate that such action is appropriate (See ECR 4.09 and 4.10).
• The chair of the Ethics Committee works closely and coordinates activities with the chairs of the Grievance Committee and SafeSport Committee, in addition to the Administrative / Legal Group Coordinator and U.S. Figure Skating headquarters staff members.
• Attend at least one in-person meeting annually with the Admin/Legal Group Coordinator to review Ethics and SafeSport policies and guidelines.

RESPONSIBILITIES OF THE MEMBERS
• Serve on subcommittees for panels as designated by the Chair, especially within SafeSport Complaints outlined in ECR 4.00 – 4.13.
• Respond in a timely manner to all communications when participating on a panel or subcommittee.
• Maintain confidentiality regarding all matters discussed.
OVERVIEW

The SafeSport Committee has the responsibility of supporting U.S. Figure Skating in its commitment to providing a safe and positive environment for its members’ physical, emotional and social well-being and to set the clear expectation for an environment free from abuse and misconduct.

The Chair appoints regional SafeSport representatives and committee members. While there are no specific requirements for the selection of committee members, having a legal background and/or knowledge about abuse and misconduct is valuable for both the chair and committee members. The members may be asked to serve on subcommittee panels defined in ECR 4.05.

RESPONSIBILITIES OF THE CHAIR

Promote the SafeSport Program and work to ensure that SafeSport policies are being followed by partnering with the appropriate individuals and committees to accomplish the items below. Timely response to all communications and issues is critical in this position, which is very time consuming.

- In partnership with U.S. Figure Skating headquarters, communicate with membership the rules regarding compliance with SafeSport Policies and ensure they are being followed. This includes in-person seminars, webinars, content on the U.S. Figure Skating web site.
- In partnership with U.S. Figure Skating headquarters, communicate with membership the obligation to timely and properly report violations of the SafeSport policy and handbook.
- Education of U.S. Figure Skating members and member clubs on SafeSport policies. This can include eblasts, in-person seminars, webinars and content on the U.S. Figure Skating web site.
- Create appropriate policies, guidelines and codes of conduct in accordance with policies from the U.S. Olympic Committee and U.S. Center for SafeSport. Participate in the periodic revision and redistribution of the U.S. Figure Skating SafeSport Handbook as new information becomes available.
- Review all SafeSport reports and complaints that are reported to U.S. Figure Skating, via telephone, e-mail or the online reporting form. Reports will be sent from the assigned U.S. Figure Skating headquarters staff member.
- Regularly review the content on U.S. Figure Skating’s SafeSport web page and make recommendations for updates or adjustments.
- When a SafeSport Complaint is received, lead the process for SafeSport Complaints, outlined in ECR 4.00 – 4.13, to resolve the compliant, in partnership, where appropriate, with the Chairs of the Ethics and Grievance Committees, and/or the Domestic Officials Recruitment and Management Committee.
- Prepare letters of concern on behalf of the SafeSport Committee, when necessary, per ECR 4.03.
- Attend at least one in-person meeting annually with the Admin/Legal Group Coordinator to review Ethics and SafeSport policies and guidelines.

RESPONSIBILITIES OF THE MEMBERS

- Serve on subcommittees for panels within SafeSport Complaints outlined in ECR 4.00 – 4.13.
- Support the Chair, as directed, in communicating with membership regarding SafeSport policies.
- Respond in a timely manner to all communications when participating on a panel or subcommittee.
- Maintain confidentiality regarding all matters discussed.
OVERVIEW
Outline of the overall structure of the Grievance Committee: The Chair of the Grievance Committee is nominated by the Nominating Committee and appointed by the president. Then, the committee is comprised of 34 members that are appointed for three-year terms. Each year, one-third of the committee turns over. Three members are appointed from each region by the appropriate sectional vice-president. Seven athletes are appointed by the Chair of the Athletes Advisory Committee. (Article XVIII, Section 2D)

RESPONSIBILITIES OF THE CHAIR
The chair of the Grievance Committee manages and executes the grievance process. Timely response to all communications and issues is critical in this position, which is very time consuming.

- Review the Grievance Statement after it has been filed to determine whether the allegations, if believed, establish a violation of the U.S. Figure Skating bylaws or rules; whether the statement complies with applicable U.S. Figure Skating bylaws and whether the grievance hearing panel has the authority to grant relief requested.
- Communicate with the grievant on the process.
- Name the Grievance Hearing Panel and forward the Grievance Statement to each member.
- Ensure that all grievance processes and rules outlined in the Bylaws and rules are followed out.
- Partner with the Chairs of the SafeSport and Ethics Committees in the process of SafeSport Complaints, as outlined in the Bylaws and rules.

RESPONSIBILITIES OF THE MEMBERS
- Serve on Grievance Hearing Panels as directed by the Chair, in accordance with the process outlined in GCR 3.04 – 3.05 and 4.00.
- Respond in a timely manner to all communications when participating on a panel or subcommittee.
- Maintain confidentiality regarding all matters discussed.
OVERVIEW
The Rules Committee is responsible for reviewing and recommending language for all proposals for changes in the U.S. Figure Skating bylaws and rules.

The Chair appoints committee members. There are no requirements for the selection of committee members; they are a mix of general members and athlete members. Members should be selected for their knowledge of technical rules and familiarity with procedure. The committee as a whole should provide expertise in all disciplines and major areas (i.e. singles, pairs, dance, synchronize, competitions, tests, membership and administrative/legal.) All committee members should be engaged and asked to participate as necessary.

RESPONSIBILITIES OF THE CHAIR
Be available to member clubs and committees of U.S. Figure Skating for support in preparing the specific language of proposals for changes in the U.S. Figure Skating bylaws and rules to be submitted for a vote by members of committees, by the Board of Directors or by the Governing Council.

• In partnership with U.S. Figure Skating headquarters, prepare proposed bylaw and / or rule changes prior to Governing Council.
• In partnership with U.S. Figure Skating headquarters, prepare the language of rule changes approved on by Governing Council for inclusion in the next version of the U.S. Figure Skating rulebook.
• Assist Committee Chairs with developing language for proposed ballots and rule changes in advance on Governing Council.
• Receive drafts of Technical Notifications, element charts and other technical rules or updates posted on the Technical Information page of the U.S. Figure Skating web site, from the Chairs of the Singles, Pairs, Dance, and Synchronized Skating Development and Technical Committees. Review, vet, proofread and approve these documents, or assign a committee member to do so, and send the approved version to the Director of Technical Services at U.S. Figure Skating headquarters to be posted.
• Upon ISU rule changes, work with headquarters to develop language changes required to update the U.S. Figure Skating rulebook and for communication of those changes.
• Determine an appropriate number and/or structure of committee members to support the statement of work.

RESPONSIBILITIES OF THE MEMBERS
• Assist with proofing the rulebook at the direction of the Chair and U.S. Figure Skating headquarters staff.
• Assist the Chair, as requested, with proofreading, vetting and approving Technical Notifications and other technical documents, received from the Chairs of the Singles, Pairs, Dance and Synchronized Skating Technical Committees.
• Provide input on ballots as requested.
• Support and assist committees, task forces and Board members in drafting language for ballots and rule and Bylaw changes as requested.
OVERVIEW

The Strategic Planning Committee will develop a strategic plan to provide focus and direction to the organization and oversees the strategic planning timeline and process with consideration of the financial and governance timeline of the organization.

Outline of the overall structure of the Strategic Planning Committee: The Strategic Planning committee is comprised of the president (or their designee), the executive director (or their designee), the three vice-presidents, the chair of the Athlete Advisory Committee, and one coaching representative of the Board of Directors, an additional athlete member of the Board, and four additional members appointed by the majority vote of the three vice-presidents. The Chair is designated by the members.

RESPONSIBILITIES OF THE CHAIR

Lead the Strategic Planning Committee annually through the strategic planning process, resulting the development of a strategic plan (every four years on the Olympic quad), or updates to the current working strategic plan.

- Set the calendar and expectations for committee members; communicate with committee members.
- Lead the committee through the strategic planning process annually.
- In partnership with Headquarters, set up an online communication system for committee members.
- Determine what data and baseline information should be collected from various membership and leadership groups (i.e., surveys, reports, articles, research, etc.) and present this information to the members. Lead the group in analyzing the information.
- In partnership with U.S. Figure Skating headquarters, obtain reports and additional information to measure successes of current plan and seek input from committees, staff, other leaders, etc.
- Lead an annual workshop to take this information and develop (every four years) or update the Strategic Plan.
- Present the updates and/or new plan to the Board of Directors at their annual fall meeting.
- Communicate, seek additional input or feedback from membership and leadership and lead the committee in adjusting where necessary.
- Communicate the plan throughout the membership and leadership.
- In partnership with U.S. Figure Skating headquarters, engage committee chairs in the creation of operating plans to coordinate their activities and priorities to the strategic plan.

RESPONSIBILITIES OF THE MEMBERS

- Fully participate in discussions led by the Chair; review data, reports and materials provided.
- Attend meetings and calls.
- Serve as an ambassador for the strategic plan in communicating throughout the organization.

TIMELINE CONSIDERATIONS

- Summer: Data collection, discussion and review of information.
- Early fall / September: Strategic Planning workshop, drafting of the plan, or updates to the plan.
- November: Presentation to the Board for their initial approval.
- December: Discussions, presidents’ webinar, adjustments.
- February: Presentation to the Board to for adoption.
- Spring: Communication throughout the organization about the plan / updates to the plan.
The Athlete Services group is comprised of committees that focus attention primarily on domestic level athletes participating in the traditional qualifying competitive structure that are striving to reach their goals and maximize their potential, including achievement of the high performance or high-performance development level. While committees in this group are not primarily focused on the international program, the Athlete Services Group Coordinator is responsible for communicating with committees in the International Group to ensure technical rules and programming support athletes’ development for success at that level.

The committee realignment passed by the 2018 Governing Council was implemented in May 2019. It impacted the Athlete Services Group by placing merging committees serving the same discipline and separating out the International Committee, by moving it to the new International Group, allowing more focused attention on the needs of developing athletes.

**Committee Realignment Project impact**

*The Athletes Advisory Committee is elected and governed under the Bylaws of U.S. Figure Skating.*
OVERVIEW
The AAC is elected from currently competing and recently retired athletes of U.S. Figure Skating as defined by Article XXII, Sections 1 and 2 in the U.S. Figure Skating rule book. AAC members volunteer their time and service as the voice of athletes on various committees, boards and working groups. As a note, any athlete member meeting the previous definition, may serve in an athlete capacity on any committee within U.S. Figure Skating to provide athlete perspective.

Outline of the overall structure of the Athletes Advisory Committee: The AAC is comprised of 50 athlete members, ten from each from ladies singles, men’s singles, pairs, dance and synchronized skating. Athletes elected to this group of 50 will choose their own leadership to serve as athlete members on the Board of Directors including a chair, vice-chairs representing each discipline and Nominating Committee. These elections take place in the spring of each year after a period of self-nomination.

RESPONSIBILITIES OF THE CHAIR
The Chair of the Athletes Advisory Committee leads the committee members and represents the AAC throughout the organization. This is a time-consuming leadership role that involves timely communication across the organization.

• Serve as a voting member of the Board of Directors; attend all in-person Board meetings (November, February and May) and participate in monthly conference calls.
• Serve as a liaison between the AAC and the Board, keeping the Board apprised of the activities and concerns of the athletes, and keeping the AAC members apprised of issues and priorities on the Board.
• Serve as a liaison with USOC AAC Representative and alternate (these two positions are elected by Olympic and World team members from past ten years for a four-year term after each Summer Olympic Games). This is a key link for our sport’s athlete voice to be heard in the broader Olympic athlete movement.
• Manage regular communication with AAC members (calls, video calls, electronic communication, etc.)
• Lead the AAC / athlete delegates at the annual Governing Council meeting. Chair an AAC meeting during this event.
• Serve on several critical U.S. Figure Skating committees including the Strategic Planning Committee (calls every other month) and International Committee (in-season several weekly calls / out-season monthly calls).
• Attend U.S. Figure Skating Champs camp (August) to elicit elite athlete feedback on process and policy.
• In partnership with U.S. Figure Skating headquarters, manage and oversee the athlete election process.
• Select athlete representatives to attend the U.S. Figure Skating Championships and U.S. Synchronized Skating Championships.
• Organize and oversee a meeting with AAC members present at the U.S. Figure Skating Championships.
• Organize and oversee athlete alumni events at the U.S. Figure Skating Championships.
• Organize and oversee the athlete dinner / fundraiser event at Governing Council.
• Serve as a representative, resource and support person for U.S. Figure Skating athletes.
• Recommend and approve athlete members serving on committees.

RESPONSIBILITIES OF THE MEMBERS
Members of the Athlete Advisory Committee support the AAC Chair, Athlete Board members and Discipline Vice Chairs in representing athletes throughout U.S. Figure Skating.

• Attend the annual Governing Council meeting in May and serve as an athlete delegate, or in the alternative, designate an athlete to carry their proxy votes during the meeting.
• Bring issues or concerns to the AAC Chair, Discipline Vice-Chair(s) and athlete representatives on the Board of Directors.
• Regularly educate themselves on initiatives and activities throughout the organization to prepare themselves to vote on issues at Governing Council.
• Serve as an active member on various committees - representing their area(s) of expertise and a voice for athletes in their discipline(s).
• Serve as a pool of athletes to support committees, projects and initiatives.
• Serve as a representative, resource and support person for U.S. Figure Skating athletes.
OVERVIEW
The Coaches Committee works in cooperation with the Professional Skaters Association (PSA) to communicate information about rule changes of U.S. Figure Skating and the ISU to the coaching community. Further, the committee assists in their efforts to provide seminars and workshops for coaching.

Outline of the overall structure of the Coaches Committee: The Chair of the Coaches Committee appoints four Vice-Chairs, one each for dance, pairs, singles and synchronized skating. The remainder of the committee is comprised of members and athlete members. There are no limits on the number of members, but it is recommended that all committee members are selected for their expertise and should be actively engaged in participating in activities.

RESPONSIBILITIES OF THE CHAIR
The chair oversees these activities in partnership with U.S. Figure Skating headquarters:

- Lead the committee to define goals, objectives, strategies and tactics for coaches’ education, in accordance with the strategic plan; communicate to vice chairs and committee members. Set expectations for communication and participation.
- Provide input into the strategy for athlete development programs in each discipline.
- Work in partnership with the appropriate PSA liaisons and U.S. Figure Skating headquarters staff to promote quality coaching programs through education and provide input and support in developing coaches track curriculum for athlete and high-performance development programs. (Athlete Acceleration, Jump on It!, Synchronized Coaches College, U.S. Pairs and Dance Camps, National High Performance Development Team Camp, etc.)
- Promote ethical and professional conduct of figure skating coaches.
- Support the SafeSport Committee and appropriate staff in promoting coaches’ compliance with U.S. Figure Skating and SafeSport rules and policies.
- Communicate with and involve coaches through U.S. Figure Skating committees.
- Partner with the PSA to recognize coaches’ accomplishment through the annual awards, at the junior level and below.

GOALS, STRATEGIES AND TACTICS OF THE COMMITTEE, LED BY THE CHAIR
Work in cooperation with the U.S. Figure Skating High Performance Department, Development and Technical Committees and the PSA Coaching Development Director to facilitate quality coaching education and development for continuous improvement of coaching skills:

- Increase the number of coaches participating in coach tracks at programs and seminars.
- Educate and inform coaches on U.S. Figure Skating rule / structure changes: Create content for webinars, written publications, Coaches Committee web page.
- Identify athlete-centered coaching principles and educate developing coaches on utilizing them. Define and describe the practical application.
- Facilitate the Legendary Coaches Project.
- Publish articles in PSA publications.
- Assist in Coach Compliance and the education of coaches on practical application of SafeSport policies.
MEMORIAL FUND COMMITTEE

OVERVIEW

The Memorial Fund Committee promotes the raising of funds for the Memorial Fund and works in partnership with the Development Department in raising awareness of the fund.

The mission of the Memorial Fund is to provide qualified U.S. Figure Skating skaters in need of financial aid with monetary assistance to pursue their goals both inside and outside the competitive arena. The fund is committed to awarding skating and academic scholarships to those athletes who have demonstrated excellent competitive results and/or academic achievements and who have future potential in national and international competition. To fulfill this mission, the Memorial Fund seeks support from members, corporations, foundations and the general public.

Outline of the overall structure of the Memorial Fund: The Chair appoints committee members. There are no specific perimeters defining the composition of the committee, however members should actively support the Memorial Fund by donating and be knowledgeable ambassadors for the program.

RESPONSIBILITIES OF THE CHAIR

In partnership with the Development Department, provide leadership in the administration of funds in the form of academic and athletic scholarship to athletes who meet the criteria for competitive success and financial need; in addition to promoting fundraising actives and program development related to the Memorial Fund.

• Communicate to and with a range of sources for potential fund raising, including members, skaters and their families and other potential donors.
• Become familiar with all programs offered by the Memorial Fund to serve as a spokesperson and ambassador.
• Partner with U.S. Figure Skating headquarters to inform eligible members of scholarship opportunities.
• Partner with U.S. Figure Skating headquarters to coordinate the application evaluation process for scholarships and the criteria for athletes to earn scholarships.
• Partner with the Development Department in the evaluation process for selection of athletes to receive scholarship awards. (September – December).
• Assign committee members essays to evaluate during the RISE Youth essay contest.
• Review / update content on U.S. Figure Skating’s Memorial Fund web page.
• Communicate on a regular basis (two – four times annually) with committee members regarding updates on Memorial Fund activities.
• Develop criteria for members serving on the committee
• Serve as a member of the Memorial Fund Operating Committee to develop operating budgets and policies.

RESPONSIBILITIES OF THE MEMBERS

• Become familiar with and knowledgeable about programs offered by the Memorial Fund, as serve as an ambassador to the program for potential donors.
• Assist in the cultivation and stewardship of donations (assist in writing thank you letters and make personal contacts and communication with donors).
• Support the Memorial Fund by donating.
• Evaluate essays for the RISE Youth essay contest. (September – October)
OVERVIEW

The Dance Development and Technical Committee works in partnership with the High Performance and Skating Programs Departments to support objectives and programs to foster growth, development and long-term success of ice dance athletes in the U.S. The committee oversees the technical rules relating to ice dance competitions and tests and coordinates with the appropriate committee representatives from the International Group to ensure that rules and development programs throughout the competitive pipeline support achievement at the high-performance level.

Outline of the overall structure of the Dance Development and Technical Committee:

The chair is recommended by the Nominating Committee and appointed by the President. The chair then appoints the Vice-Chairs and they work together to fill the committee roster according this structure:

a) Chair, Dance Development and Technical Committee
b) Vice Chair - Technical
c) Vice Chair - Development
d) Coach Representative
e) Judge Representative
f) Technical Panel Representative
g) International Representative
h) Officials Training Committee Representative
i) Four additional members
j) Three athlete members (20% of 15)

RESPONSIBILITIES OF THE CHAIR

The chair is accountable for the intake and output of information about the ice dance discipline to ensure that athletes and coaches in the development pipeline are being supported appropriately. Serve as an advocate for ice dance in the U.S.

- Lead committee to define goals, objectives, strategies and tactics for ice dance, in accordance with the strategic plan; communicate to vice chairs and committee members. Set expectations for communication and participation.
- Appoint vice chairs for development and for technical and support them to ensure their roles are being carried out.
- Interpret information from the International Committee Dance Subcommittee to delegate it to the appropriate vice chair, with regards to educational programming or adaptation of skating rules.
- Coordinate with the appropriate dance representatives on the Officials Training Committee to ensure consistent information is delivered to athletes and coaches.
- Approve and submit ballots and RFAs; as recommended by the vice chair for technical to ensure that skating rules stay current, relevant and in support of athlete development.
- In partnership with the Competitions Committee, annually review the minimum Total Elements Score required for senior dance teams to compete at the U.S. Figure Skating Championships.
- In partnership with the Tests Committee, annually review the minimum scores required through the IJS protocol for test credit program for free dance tests.
- Direct and oversee the dissemination of Technical Notifications for ice dance; in addition, oversee and communicate the selection of the pattern dances for non-ISU levels and ensure key points for leveled pattern dances and music specifications are announced.
- Once a Technical Notification, or other technical document is completed, send it to the Chair of the Rules Committee. The rules committee will vet and proofread the notice, then forward to U.S. Figure Skating headquarters to post on the web site.
- Review the National Qualifying Series Athlete Handbook – Ice Dance published annually.
- Partner with the appropriate Headquarters departments, PSA representatives and vice chair for development for input on the development and implementation of programs, camps, seminars, etc., designed for ice dance athletes. (i.e., U.S. Figure Skating Dance Camp, National High-Performance Development Team Camp, etc.)
- In partnership with Headquarters, prepare and oversee an annual budget for programming to support ice dance.
- Respond to electronic communications, calls and participate in networking. Attend several major competitions and programs throughout the season.
**RESPONSIBILITIES OF THE VICE CHAIR FOR TECHNICAL**

- Interpret ISU rules for dance that affect novice and below.
- Draft Technical Notifications accordingly.
- Draft / review / revise the rhythm dance and free dance program elements and any other U.S. Figure Skating technical documents posted here.
- Develop concepts for ballots and rule changes to ensure that rules stay current and support athletes in their development.
- Draft Requests for Action
- Review deductions and other technical areas.
- Review the dance rules in the rulebook annually upon publication, at the direction of the Rules Committee and Director of Technical Services.
- Review program component factors and other calculation criteria with the NVC for Technology on the Competitions Committee.
- Develop the Key points for novice and below in pattern dance.

**RESPONSIBILITIES OF THE VICE CHAIR FOR DEVELOPMENT**

- Education of coaches and athletes through curriculum at camps and programs.
- Support in communication with athletes and coaches regarding rule changes, etc.
- Partner with U.S. Figure Skating Headquarters High Performance Development Director on the development of content and curriculum for athlete programs (U.S. Figure Skating Dance Camp, National High-Performance Development Team Camp)

**RESPONSIBILITIES OF MEMBERS**

- All members support both the technical and development side; there are no subcommittees.
- Participate in discussions, meetings, calls, video calls, etc., initiated by the Chair and or Vice-Chair.
- Support Vice Chairs on projects when asked.
- Provide input to Chair and Vice Chairs on issues that you see in the field and would like addressed.
- Serve as a pool of individuals to support, present at, attend, etc., training programs.
- Officials Training Representative: Serve as a liaison between the discipline and Officials Training Committee to support communication with officials in areas of needed training.
OVERVIEW

The Pairs Development and Technical Committee works in partnership with the High Performance and Skating Programs Departments to support objectives and programs to foster growth, development and long-term success of pairs athletes in the U.S. The committee oversees the technical rules relating to pairs competitions and tests and coordinates with the appropriate committee representatives from the International Group to ensure that rules and development programs throughout the competitive pipeline support achievement at the high-performance level. The committee will include a vice chair for technical and a vice chair for development.

Outline of the overall structure of the Pairs Development and Technical Committee:

The chair is recommended by the Nominating Committee and appointed by the President. The chair then appoints the Vice-Chairs and they work together to fill the committee roster according this structure:

a) Chair, Pairs Development and Technical Committee
b) Vice Chair – Technical
c) Vice Chair – Development
d) Coach Representative
e) Judge Representative
f) Technical Panel Representative
g) International Representative
h) Officials Training Committee Representative
i) Four additional members
j) Three athlete members (20% of 15)

RESPONSIBILITIES OF THE CHAIR

The chair is accountable for the intake and output of information about the pairs discipline to ensure that athletes and coaches in the development pipeline are being supported appropriately. Serve as an advocate for pairs skating in the U.S.

- Lead committee to define goals, objectives, strategies and tactics for pairs, in accordance with the strategic plan; communicate to vice chairs and committee members. Set expectations for communication and participation.
- Appoint vice chairs for development and for technical and support them to ensure their roles are being carried out.
- Interpret information from the International Committee Pairs Subcommittee to delegate it to the appropriate vice chair, with regards to educational programming or adaptation of skating rules.
- Coordinate with the appropriate representatives on the Officials Training Committee to ensure consistent information is delivered to athletes and coaches.
- Approve and submit ballots and RFAs; as recommended by the vice chair for technical to ensure that skating rules stay current, relevant and in support of athlete development.
- Direct and oversee the dissemination of Technical Notifications for pairs skating.
- Once a Technical Notification, or other technical document is completed, send it to the Chair of the Rules Committee. The rules committee will vet and proofread the notice, then forward to U.S. Figure Skating headquarters to post on the web site.
- Partner with the appropriate Headquarters departments, PSA representatives and vice chair for development for input on the development and implementation of programs, camps, seminars, etc., designed for pairs athletes. (i.e., U.S. Figure Skating Pairs Camp, National High-Performance Development Team Camp, etc.)
- In partnership with the Competitions Committee, annually review the minimum Total Elements Score required for senior pairs teams to compete at the U.S. Figure Skating Championships.
- In partnership with the Tests Committee, annually review the minimum scores required through the IJS protocol for test credit program for passing pairs tests.
- Review the National Qualifying Series Athlete Handbook – Pairs published annually.
- In partnership with Headquarters, prepare and oversee an annual budget for programming to support pairs.
- Respond to electronic communications, calls and participate in networking. Attend several major competitions and programs throughout the season.

Responsibilities of the Vice Chair for Technical:

- Interpret how ISU rule changes impact teams below junior.
- Draft Technical Notifications accordingly.
- Draft / review / revise the short program and free skate program elements and any other U.S. Figure Skating technical documents posted here.
RESPONSIBILITIES OF THE CHAIR (CONTINUED)

• Develop concepts for ballots and rule changes to ensure that rules stay current and support athletes in their development.
• Draft Requests for Action
• Review deductions and other technical areas.
• Review program component factors and other calculation criteria with the NVC for Technology on the Competitions Committee.
• Review the pairs competition rules in the rulebook annually upon publication, at the direction of the Rules Committee and Director of Technical Services.

RESPONSIBILITIES OF THE VICE CHAIR FOR DEVELOPMENT

• Education of coaches and athletes through curriculum at camps and programs.
• Support in communication with athletes and coaches regarding rule changes, etc.
• Partner with U.S. Figure Skating Headquarters High Performance Development Director on the development of content and curriculum for athlete programs (U.S. Figure Skating Pairs Camp, National High-Performance Development Team Camp)

RESPONSIBILITIES OF MEMBERS

• All members support both the technical and development side; there are no subcommittees.
• Participate in discussions, meetings, calls, video calls, etc., initiated by the Chair and or Vice-Chair.
• Support Vice Chairs on projects when asked.
• Provide input to Chair and Vice Chairs on issues that you see in the field and would like addressed.
• Serve as a pool of individuals to support, present at, attend, etc., athlete and coach training programs.
• Officials Training Representative: Serve as a liaison between the discipline and Officials Training Committee to support communication with officials in areas of needed training.
OVERVIEW

The Singles Development and Technical Committee works in partnership with the High Performance and Skating Programs Departments to support objectives and programs to foster growth, development and long-term success of singles athletes in the U.S. The committee oversees the technical rules relating to singles competitions and tests and coordinates with the appropriate committee representatives from the International Group to ensure that rules and development programs throughout the competitive pipeline support achievement at the high-performance level. The committee will include a vice chair for technical and a vice chair for development.

Outline of the overall structure of the Singles Development and Technical Committee:

The chair is recommended by the Nominating Committee and appointed by the President. The chair then appoints the Vice-Chairs and they work together to fill the committee roster according this structure:

a) Chair, Singles Development and Technical Committee
b) Vice Chair – Technical
c) Vice Chair – Development
d) Coach Representative
e) Judge Representative
f) Technical Panel Representative
g) International Representative
h) Officials Training Committee Representative
i) Four additional members
j) Three athlete members (20% of 15)

RESPONSIBILITIES OF THE CHAIR

The chair is accountable for the intake and output of information about the singles discipline to ensure that athletes and coaches in the development pipeline are being supported appropriately.

• Lead the committee to define goals, objectives, strategies and tactics for singles, in accordance with the strategic plan; communicate to vice chairs and committee members. Set expectations for communication and participation.
• Appoint vice chairs for development and for technical and support them to ensure their roles are being carried out.
• Interpret information from the International Committee Singles Subcommittee to delegate it to the appropriate vice chair, with regards to educational programming or adaptation of skating rules.
• Coordinate with the appropriate representatives on the Officials Training Committee to ensure consistent information is delivered to athletes and coaches.
• Approve and submit ballots and RFAs; as recommended by the vice chair for technical to ensure that skating rules stay current, relevant and in support of athlete development.
• Direct and oversee the dissemination of Technical Notifications for singles.
• Once a Technical Notification, or other technical document is completed, send it to the Chair of the Rules Committee. The rules committee will vet and proofread the notice, then forward to U.S. Figure Skating headquarters to post on the website.
• Partner with the appropriate Headquarters departments, PSA representatives, and vice chair for development for input on the development and implementation of programs, camps, seminars, etc., designed for singles athletes. (i.e., Athlete Acceleration Summit, Jump on It, National High-Performance Development Team Camp, U.S. Novice and Junior Challenge Skate, etc.)
• In partnership with the Competitions Committee, annually review the minimum Total Elements Score required for senior ladies and senior men to compete at the U.S. Figure Skating Championships.
• In partnership with the Tests Committee, annually review the minimum scores required through the IJS protocol for test credit program for passing free skate tests.
• Review the National Qualifying Series Athlete Handbook – Singles published annually.
• In partnership with Headquarters, prepare and oversee an annual budget for programming to support singles.
• Review program component factors and other calculation criteria with the NVC for Technology on the Competitions Committee.
• Respond to electronic communication, calls, and networking. Attend several major events and programs throughout the season.
RESPONSIBILITIES OF THE VICE CHAIR FOR TECHNICAL

- Interpret how ISU rule changes impact levels below junior.
- Draft Technical Notifications accordingly.
- Draft / review / revise the short program and free skate program elements and any other U.S. Figure Skating technical documents posted here.
- Develop concepts for ballots and rule changes to ensure that rules stay current and support athletes in their development.
- Draft Requests for Action
- Review deductions and other technical areas.
- Review the ladies’ and men’s competition rules in the rulebook annually upon publication, at the direction of the Rules Committee and Director of Technical Services.

RESPONSIBILITIES OF THE VICE CHAIR FOR DEVELOPMENT

- Education of coaches and athletes through curriculum at camps and programs.
- Support in communication with athletes and coaches regarding rule changes, etc.
- Partner with U.S. Figure Skating Headquarters High Performance Development Director on the development of content and curriculum for athlete programs (Athlete Acceleration, Jump on It, National High-Performance Development Team Camp, U.S. Novice and Junior Challenge Skate, etc.)

RESPONSIBILITIES OF MEMBERS

- Participate in discussions, meetings, calls, video calls, etc., initiated by the Chair and or Vice-Chair.
- Support Vice Chairs on projects when asked.
- Provide input to Chair and Vice Chairs on issues that you see in the field and would like addressed.
- Serve as a pool of individuals to support, present at, attend, etc., athlete and coach training programs.
- Officials Training Representative: Serve as a liaison between the discipline and Officials Training Committee to support communication with officials in areas of needed training.
OVERVIEW

The Synchronized Skating Development and Technical Committee works in partnership with the High Performance and Skating Programs Departments to support objectives and programs to foster growth, development and long-term success of synchronized skating athletes in the U.S. The committee oversees the technical rules relating to synchronized skating competitions, and coordinates with the appropriate committee representatives from the International Group to ensure that rules and development programs throughout the competitive pipeline support achievement at the high-performance level.

Outline of the overall structure of the Synchronized Development and Technical Committee:
The chair is recommended by the Nominating Committee and appointed by the President. The chair then appoints the Vice-Chairs and they work together to fill the committee roster according this structure:

a) Chair, Synchronized Development and Technical Committee
b) Vice Chair - Technical
c) Vice Chair – Development
d) Coach Representative
e) Judge Representative
f) Technical Panel Representative
g) International Representative
h) Officials Training Committee Representative
i) Four additional members
j) Three athlete members (20% of 15)

RESPONSIBILITIES OF THE CHAIR

The chair is accountable for the intake and output of information about the synchronized skating discipline to ensure that athletes and coaches in the development pipeline are being supported appropriately. Serves as an advocate for synchronized skating in the U.S.

- Lead committee to define goals, objectives, strategies and tactics for synchronized skating, in accordance with the strategic plan; communicate to vice chairs and committee members.
- Appoint vice chairs for development and for technical and support them to ensure their roles are being carried out.
- Interpret information from the International Committee Synchronized Skating Subcommittee to delegate it to the appropriate vice chair, with regards to educational programming or adaptation of skating rules.
- Coordinate with the appropriate representatives on the Officials Training Committee to ensure consistent information is delivered to athletes and coaches.
- Partner with the vice chairs to regularly review the synchronized skating competitive pipeline rules and structure to ensure it is current, relevant and promoting appropriate athlete development.
- Approve and submit ballots and RFAs; as recommended by the vice chair for technical to ensure that skating rules stay current, relevant and in support of athlete development.
- Direct and oversee the dissemination of Technical Notifications for synchronized skating.
- Once a Technical Notification, or other technical document is completed, send it to the Chair of the Rules Committee. The rules committee will vet and proofread the notice, then forward to U.S. Figure Skating headquarters to post on the web site.
- Partner with U.S. Figure Skating headquarters, PSA representatives, and vice chair for development for input on the review, development and implementation of programs, camps, seminars, etc., designed for synchronized skating athletes. (i.e., Synchronized Skating Summit and Coaches College, Dream Camps, National Synchronized Skating Series, WIN program, Regional Monitoring Sessions, etc.). Ensure that programming and curriculum is current, relevant and supportive of the constant development of synchronized skating athletes and teams.
- Review content on the U.S. Figure Skating web pages for synchronized skating, and partner with U.S. Figure Skating headquarters in updates, changes, etc.
- In partnership with Headquarters, prepare and oversee an annual budget for synchronized skating programming.
- Respond to electronic communication, calls and participate in networking. Attend several major synchronized skating competitions and programs annually.
### RESPONSIBILITIES OF THE VICE CHAIR FOR TECHNICAL
- Interpret how ISU rule changes impact teams below junior and senior.
- Draft / review / revise the short program and free skate program elements and any other U.S. Figure Skating technical documents posted here.
- Draft Technical Notifications accordingly.
- Develop concepts for ballots and rule changes to ensure that rules stay current and support athletes in their development.
- Draft Requests for Action
- Review deductions and other technical areas.
- Review program component factors and other calculation criteria with the NVC for Technology on the Competitions Committee.
- Review the synchronized competition rules in the rulebook annually upon publication, at the direction of the Rules Committee and Director of Technical Services.

### RESPONSIBILITIES OF THE VICE CHAIR FOR DEVELOPMENT
- Education of coaches and athletes through curriculum at camps and programs.
- Support in communication with athletes and coaches regarding rule changes, etc.
- Partner with U.S. Figure Skating headquarters Skating Programs Department on the development of content and curriculum for athlete programs for synchronized skating (Synchronized Skating Summit and Coaches College, Dream Camps, National Synchronized Series, WIN program, Regional Monitoring Sessions, etc.).

### RESPONSIBILITIES OF MEMBERS
- All members support both the technical and development side; there are no subcommittees.
- Participate in discussions, meetings, calls, video calls, etc., initiated by the Chair and or Vice-Chair.
- Support Vice Chairs on projects when asked.
- Provide input to Chair and Vice Chairs on issues that you see in the field and would like addressed.
- Serve as a pool of individuals to support, present at, attend, etc., training programs.
- Officials Training Representative: Serve as a liaison between the discipline and Officials Training Committee to support communication with officials in areas of needed training.
SPORTS SCIENCES AND MEDICINE COMMITTEE

OVERVIEW
The Sports Sciences and Medicine Committee works to collect, develop and adapt scientific, clinical and training information for the benefit of athletes and provide clinical and educational support to athlete development. In addition, the committee ensures adequate clinical support for the U.S. Figure Skating Championships and other events. The committee works in close collaboration with the High Performance Department and Director of Sports Science and Medicine in all activities.

Outline of the overall structure of the Sports Science and Medicine Committee:
The Sports Sciences and Medicine Committee includes three subcommittees: The Medical Services Subcommittee, the Research and Education Subcommittee and the High-Performance Subcommittee.

RESPONSIBILITIES OF THE CHAIR
The chair is responsible for appointing the national vice chairs of each subcommittee.
In partnership with the Athlete High Performance Department and Director of Sports Science and Medicine, assist in:
- The assignment of medical teams to travel with the U.S. Figure Skating Team and U.S. Synchronized Skating Team to international competitions; evaluation of the performance of assigned professionals.
- The assignment of volunteer medical staff to camps, domestic and international competitions.
- The creation of medical policy and standards for U.S. Figure Skating events and travel medical teams
- Communication / liaison to USADA for testing and doping compliance.
- The creation of content and delivery for education on Sports Science and Medicine topics
- Support the goals of Athlete High Performance and the High Performance Plan
- Support the care network for our ISP athletes. Assist in performing and organizing pre-participation physical exams and medical coverage at Champs Camp and lead follow-up care meetings.
- In partnership with U.S. Figure Skating headquarters staff and appropriate committee leadership, develop and implement the SafeSport policy as it pertains to medical care by traveling practitioners and at qualifying events.
- Communicate regularly with U.S. Figure Skating headquarters staff in the Athlete High Performance department as issues arise through the year.
- Conduct annual referee education for essential sports medicine topics

RESPONSIBILITIES OF THE VICE CHAIR FOR MEDICAL SERVICES:
- Provide support for Chair regarding any issues related to medical committee.
- Be available to all International Team Physicians throughout the international competitive season from August through April as they travel around the world.
- Provide support to U.S. Figure Skating Sports Science & Medicine Director and Senior Director, Athlete High Performance to address any issues related to ISP athletes.
- Quarterly review of applicants to the U.S. Figure Skating National Network of Figure Sports Science and Sports Medicine scientists and providers.
- Support U.S. Figure Skating headquarters staff on publishing a National Network Newsletter.
- Participate in international team provider staff reviews and write appropriate appreciation / constructive criticism letters.
- Participate in the annual webinar for Referees regarding health and safety issues.
- On a quadrennial basis, participate in the selections process for our team Olympic medical providers.
- Support current Chair in new duties.
SPORTS SCIENCES AND MEDICINE COMMITTEE (CONTINUED)

RESPONSIBILITIES OF THE VICE CHAIR FOR HIGH-PERFORMANCE:
• Support the goals of Athlete High Performance and the High Performance Plan
• Collaborate with physicians to provide biomechanical screens for athletes
• Provide helpful research, as needed or necessary, when making athlete recommendations or return to play decisions
• Develop and implement research projects in high performance with the ultimate goal of improving education and disseminating information to other professionals who work with figure skaters
• Assist in increasing sport medicine and performance national network
• Assist with the quarterly publication of the National Network Newsletter
• Support current Chair in new duties.

RESPONSIBILITIES OF THE VICE CHAIR FOR RESEARCH AND EDUCATION:
• Assist the Chair, Director, Sports Science and Medicine and Senior Director Athlete High Performance and Senior Director, Synchronized Skating with medical team travel assignments
• Assist Chair with practitioner feedback following Team USA travel.
• Participate in conference calls to prep medical staff prior to international travel.
• Assist Chair and Director, Sports Science and Medicine with creating treatment standards compliant with SafeSport guidelines.
• Develop and implement education initiatives for athletes, parents, coaches, and officials
• Assist with the quarterly publication of the National Network Newsletter
• Review research proposals presented to the committee
• Support current Chair in new duties.
The Membership Group is comprised of committees that support the growth and development of all members of U.S. Figure Skating. Together, these committees provide programs that enhance members’ experiences in the sport and support areas outside of the traditional qualifying competition structure. In addition, they provide our member clubs with the rules and support structure to thrive.

Headquarters Support
Committees within the Membership Group work closely with the Membership Department and the Skating Programs Department, partnering with them to execute their projects and statements of work. The Skating Programs Department supports the Adult Skating Committee and the Programs and New Program Development Committee, while the Membership Department supports the Membership Committee.

Committee Realignment Project impact
The committee realignment passed by the 2018 Governing Council was implemented in May 2019. It impacted the Membership Development Group by aligning all committees with the above goal together in the same group. Further, all areas of skating supporting a ‘skating program’ are now together in the Programs and New Program Development Committee.

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</table>
OVERVIEW

The Adult Skating Committee supports the growth of figure skating for adults. The committee will create and encourage the creation for programs addressing the needs of the adult skating community, including the oversight of technical rules for adult singles, pairs and dance tests, not specifically delegated to the appropriate discipline and development committees.

The committee will support the development of the U.S. Adult Championships and adult sectional championships, the adult competition series and other adult competitive opportunities in conjunction with the chair of the Competitions Committee and other appropriate committees.

The committee has jurisdiction over the rules affecting adult skating in the U.S., (enforcement, carrying out, keeping up-to-date, etc.).

Vision:
• Nurture and support the expansion of the vibrant and diverse family of adult figure skaters in harmony and partnership with the U.S. Figure Skating population.
• Function as advocates for the adult skating community.
• Aim to provide meaningful on-ice events for all ages and abilities of adult skaters, thereby promoting the idea that the ultimate success in adult figure skating is continuing to be able to skate for life.

Goals:
• Support all adult athletes participating in all U.S. Figure Skating disciplines and programs.
• Support U.S. Figure Skating’s Strategic Plan and its goals for membership growth and retention.
• Maintain the unique culture of the U.S. Adult Figure Skating Championships as both the premier U.S. adult figure skating competition and annual ‘family reunion’ while keeping the event profitable for the LOCs and manageable for the officials.
• Create and encourage the creation of programs to increase participation in and improve the financial viability of the adult sectional figure skating championships, the nonqualifying competitions held in conjunction with the adult sectional championships and nonqualifying/Compete USA competitions that include adult events.
• Generate and encourage the development of programs and policies that will help to facilitate a cultural shift that places a high value on longevity in the sport of figure skating.
• Create, encourage and support events and program opportunities focused on current adult athletes, former standard-track skaters, lower-/non-test-level adult skaters, recreational adult skaters and adults who start skating for its fitness benefits.
• Standardize adult rules with the other U.S. Figure Skating disciplines and programs, when applicable.
• Encourage the advancement of programs designed to help adult skaters prevent, reduce and recover from injuries.

<table>
<thead>
<tr>
<th>ADULT SKATING COMMITTEE</th>
<th>Chair Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ATHLETE SERVICES AND</strong></td>
<td><strong>LEARN TO SKATE USA</strong></td>
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<tr>
<td><strong>TECHNICAL SUBCOMMITTEE</strong></td>
<td><strong>AND NONQUALIFYING</strong></td>
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<td></td>
<td><strong>SUBCOMMITTEE</strong></td>
</tr>
<tr>
<td>NVC</td>
<td>NVC Members</td>
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<tr>
<td>VC – Dance</td>
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<tr>
<td>VC – Pairs</td>
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<tr>
<td>VC – Singles</td>
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<tr>
<td>VC – Showcase</td>
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</tbody>
</table>
### ADULT SKATING COMMITTEE (CONTINUED)

#### RESPONSIBILITIES OF THE CHAIR

The chair oversees all activities, to ensure they are in support of the Adult Skating Committee responsibilities, vision and goals, including the administration of existing programs and the development and implementation of new ones. Coordinates the work of each subcommittee and serves as a liaison, representing the committee, with other U.S. Figure Skating committee chairs and Board members, as appropriate.

- Appoints subcommittee chairs, who along with the chair, comprise the “leadership team.” Supervises and leads this team.
- Leads the committee in determination/review of goals, and development of strategies and programs to meet these goals.
- Partners with appropriate committees (Rules, Tests, Competitions, and Singles, Pairs and Dance Development and Technical Committees) to ensure sections of the Rulebook relating to adult skating are clearly stated and understandable and answers questions from members about rules.
- Drafts ballots, technical notifications and Requests for Action, as necessary to ensure adult skating rules are current, relevant and in support of the adult skating community.
- Leads the development of the annual budget, in support of the committee’s goals and the U.S. Figure Skating Strategic Plan.
- Oversees the day-to-day electronic discussions and communications of the committee members and leadership team.
- Expected to attend U.S. Adult Championships and / or other significant adult programs / competitions.

#### RESPONSIBILITIES, GENERALLY, OF ALL NATIONAL VICE CHAIR AND VICE CHAIRS

- Recommend potential committee members / support in leadership development.
- Provide input on the Adult Skating Committee calendar / agenda, etc.
- Serve as the leader for their respective subcommittee or discipline by answering questions from adult athletes and participants, promoting opportunities to members, monitoring activities in their area, relationship building, problem resolution, maintenance and updates of rules in their area, review of publications when asked.
- Lead and moderate discussions pertaining to their subcommittee / discipline; serving as project manager for subcommittee’s projects; including preparation of ballots, technical notifications and/or guidelines, as relevant.
- Managing and/or assisting with other mutually agreed upon leadership projects/responsibilities.

#### RESPONSIBILITIES OF THE ATHLETE SERVICES AND TECHNICAL SUBCOMMITTEE

- Oversee the content of the U.S. Adult Championships and adult tests with assistance and cooperation from corresponding U.S. Figure Skating Committees / subcommittees.
- Develop and support programs specific to adult athletes participating in the adult sectional and U.S. Adult Championships.
- Review / update / maintain technical information related to adult competitions on the Technical Info / Adult Skating web page.
- Respond to questions and feedback regarding technical rules from adult skating members.
- Assist the Competitions committee and U.S. Figure Skating headquarters, as requested, with issues relating to the adult sectional and U.S. Adult Championships.

#### RESPONSIBILITIES OF THE LEARN TO SKATE USA AND NONQUALIFYING SUBCOMMITTEE

- Develop programs and opportunities for providing support to competitive adult skaters of all levels who participate in Compete USA events and nonqualifying competitions.
- Ongoing projects include: Development and management of the adult competition series and maintenance of the standard adult competition templates for Compete USA and nonqualifying competitions. (In cooperation with the Learn to Skate USA program and Competitions Committee)
- Respond to questions and feedback regarding nonqualifying competition opportunities for adults.

#### RESPONSIBILITIES OF THE COMMUNITY SUPPORT AND DEVELOPMENT SUBCOMMITTEE

- Support, promote and encourage all adults who participate in U.S. Figure Skating programs, including: National Showcase, Theatre on Ice, synchronized skating, solo dance, therapeutic skating, camps and clinics, social ice dancing, exhibitions and shows, and skating for recreation. This includes creating social media content to be provided for distribution.
- Develop and support programs that promote community wellness and fitness, including: Skate Forever Young, Lifetime Competitor Recognition, and Adult Special Achievement Awards.
- Oversee the care of adult trophies in cooperation with the NVC for Adult Skating on the Competitions Committee and U.S. Figure Skating headquarters staff.
- Develop and support programs to retain young adult and collegiate athletes as they transition into adult skating programs.
- Respond to feedback from the adult skating community.
- Develop and support programs that serve as membership retention tools for clubs to retain adult skaters.
ADULT SKATING COMMITTEE (CONTINUED)

RESPONSIBILITIES OF THE COMMUNICATIONS SUBCOMMITTEE:
• Manage the Adult Skating Committee’s social media accounts (Facebook, YouTube, Instagram and Twitter)
• Create original content for social media accounts, in conjunction with the Community Support and Development Subcommittee.
• Assist the Chair with the annual review and update of the Adult Skating Program web page and content and with creation of promotional materials in conjunction with U.S. Figure Skating headquarters staff.

RESPONSIBILITIES OF MEMBERS:
• Participate in discussions via Basecamp, as directed and lead by the Chair and NVCs.
• Complete all ballots.
• Serve as an ambassador to U.S. Figure Skating’s adult program.

TIMELINE NOTES
May
• Governing Council
• Submit updated well-balanced program and eligibility charts for publication.
• Schedule social media posts educating / informing about any rule changes or updates.
• Submit any updated nonqualifying competition charts for publication.
• Review / revise / update Adult Skating Committee web pages
• Complete Adult Skating Committee rosters for U.S. Figure Skating headquarters and send thank you notes for those completing service
• Set up the upcoming season’s Basecamp page for committee communication
Summer
• Committee work and discussions begin: Onboarding of new members to include introduction, expectations, etc.
• Discussions: Review discussions and outcomes from last season as appropriate
• Create ballots for new rule changes, discuss rules and make decisions on what to move forward.
• Review LOC and referee guides for adult sectionals and the U.S. Adult Championships
• Open Adult Competition Series registration (July 1)
• Lifetime Competitor Recognition Program: Work with U.S. Figure Skating headquarters on letters to clubs recognizing athletes reaching new tiers.
Fall
• Board of Directors report
• Continue discussions and ballot / rule development
• Review the technical portion of the announcements for the sectional and U.S. Adult Championships
December – February
• Final review of announcements published Dec. 15th
• Be prepared for requests for input on other committees’ ballots
• Be prepared for many questions regarding the U.S. Adult Championships and where to refer members.
• Final opportunity to submit ballots (by March 1st)
• Submit Requests for Action
March – April
• Work with U.S. Figure Skating headquarters to ensure letters and awards are administered for the following programs: Adult Special Achievement Awards, Skate Forever Young Awards, Yvonne Dowlen Trophy. These go to the LOC and Chief Referee of the U.S. Adult Championships. Ensure the accounting team is prepared to tabulate the trophy results.
• Prepare for and host the Adult Skating Committee information meeting at the U.S. Adult Championships.
• Update the terms for reference for the upcoming season.
• Plan the Adult Skating Committee leadership team for the next season.
• Develop the upcoming season priorities, strategies and agenda
• Communicate with current members asking if they would like to serve next year; begin planning committee roster.
• Prepare updated well-balanced program and eligibility charts in anticipation of any Requests for Action being approved at Governing Council.
• Send the U.S. Figure Skating museum an annual list of updated for adult trophies
• Review / update the Adult Competition Series Handbook for next season
MEMBERSHIP COMMITTEE

OVERVIEW

The Membership Committee is responsible for the maintenance of rules governing members and clubs, including the oversight of the eligibility status of members, the approval of applications for clubs, and the status of clubs. In addition, the Membership Committee is responsible for the development and implementation of programs for membership growth, for the recognition of members and clubs and for programs to support guide and educate parents of athletes.

Outline of the overall structure of the Membership Committee:
1. The chair is recommended by the Nominating Committee and appointed by the President. The chair then appoints the National Vice Chairs and Sectional Vice Chairs and they work together to fill the committee roster according the chart below.
2. Members may either be general members of the overall committee or may be assigned to a subcommittee.

<table>
<thead>
<tr>
<th>LEARN TO SKATE USA SUBCOMMITTEE</th>
<th>PARENTS SUBCOMMITTEE</th>
<th>ADAPTIVE SKATING SUBCOMMITTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NVC</td>
<td>NVC</td>
<td>NVC</td>
</tr>
<tr>
<td>9 Regional Area Representatives</td>
<td>Members</td>
<td>Members</td>
</tr>
<tr>
<td>Athlete Members</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEMBERSHIP COMMITTEE (CONTINUED)

RESPONSIBILITIES OF THE CHAIR
The chair establishes goals and objectives for the committee and communicates the focus and direction, in support of the strategic plan, to the National Vice Chairs, Vice Chairs and committee members. The chair supports their subcommittee chairs by staying abreast of their activities, providing guidance and serving as their representative to the Group Coordinator. In addition, the following responsibilities are carried out in coordination with the U.S. Figure Skating headquarters Membership Department:

- Enforce the official rules related to members, clubs and eligibility.
- Administer rules governing application for membership; and approve / disapprove applications for club membership and present the recommendation to Governing Council of applicant clubs for provisional and/or full club membership.
- Approve of change of name and/or principal skating headquarters of member clubs.
- Place clubs on an inactive status, when necessary.
- Mediate issues between clubs prior to grievances being filed.
- Develop and implement programs designed to provide growth in all membership categories (for example, put together task forces or working groups when necessary)
- Conduct appropriate meetings, calls, etc., of committee members, task forces or subcommittees to carryout activities. In partnership with the Senior Director of Membership, chair and annual committee leadership meeting in the late summer.
- Regular review of rules relating to membership, clubs, etc., and creation of ballots, Requests for Action to ensure that rules are relevant, current and in support of membership growth and retention.
- Respond to questions from members related to membership issues and problems and work to resolve these issues without escalation.
- Receive membership reports from U.S. Figure Skating headquarters, review and represent the committee on reporting this information.
- In partnership with U.S. Figure Skating headquarters, develop curriculum and content for Club Education seminars and workshops.
- Represent the membership area and education of members in this area by participating in webinars and seminars as appropriate, for example Club Education Seminars, NARCE, workshops, etc.
- Prepare reports on activities of the Membership Committee for the Board of Directors and Governing Council, outlining committee plans and programs for the year, in support of the U.S. Figure Skating strategic plan.
- Prepare the annual committee budget, in consultation with the subcommittee chairs; oversees the budgets throughout the fiscal year.

RESPONSIBILITIES OF THE LEARN TO SKATE USA SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- NVC: Communicate with the members to keep all up-to-date on activities, programs and efforts of Learn to Skate USA and membership numbers.
- In partnership with your U.S. Figure Skating headquarters liaison, develop communications that are targeted to Learn to Skate USA programs and membership.
- In partnership with U.S. Figure Skating headquarters, develop programs for future membership growth and retention, in accordance with the strategic plan.
- Develop working relationships with the Business Development Specialists to assist with members, Skating Director’s and Program’s requests for information.
- Respond to all ballots provided by leadership.
- Actively participate in conference calls, video calls, email discussions and/or online discussion forums as requested.
- Promote the Compete USA competitions and assist programs as needed.
- Participate in Learn to Skate USA governance and programs.
RESPONSIBILITIES OF THE PARENTS SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

• In partnership with U.S. Figure Skating headquarters, create standard parent education presentations that can be used in a variety of settings: athlete camps, club education, for electronic distribution, etc.
• Create the content for parent resources for the Bridge Program.
• Make recommendations for the update / revision of the U.S. Figure Skating Parents web page.
• Revise and update the U.S. Figure Skating Parent Guides.

RESPONSIBILITIES OF THE ADAPTIVE SKATING SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

Adaptive skating includes programs and opportunities for persons with physical and intellectual disabilities. The goal of the Adaptive Skating Subcommittee is that every U.S. Figure Skating club and program supports an adaptive skating program in their local area.

• Develop an annual operating plan and oversee its execution, in support of the strategic plan.
• Partner with the Learn to Skate USA Subcommittee to oversee curriculum for Special Olympics and adaptive skating curriculum.
• Align the U.S. Figure Skating rules and curriculum with the Special Olympics figure skating program where possible.
• Support the promotion and development of adaptive skating programs by U.S. Figure Skating clubs and programs.
• In partnership with U.S. Figure Skating headquarters, develop and maintain a relationship with Disabled Sports USA, to support persons with physical disabilities participating in skating.
• In partnership with U.S. Figure Skating headquarters, maintain a relationship and coordinate with Special Olympics Figure Skating, to support figure skating athletes with intellectual disabilities participating in state, national and international competition through the Special Olympics.
• Annually, select an adaptive skater to perform in the Skating Spectacular at the U.S. Figure Skating Championships.
• Review / make recommendations for updates to the U.S. Figure Skating web page for adaptive skating / Special Olympics.
• Regularly discuss (via call, email, electronic forums, etc.) issues related to adaptive skating and communicate to the Chair of the Membership Committee.
• Partner with U.S. Figure Skating headquarters to work on special programs and opportunities when they become available via grants (for example, Adaptive SkateFests through the VA).
• Respond to questions regarding adaptive skating activities and programs.
PROGRAMS AND NEW PROGRAM DEVELOPMENT COMMITTEE

OVERVIEW
The Programs and New Program Development Committee oversees skating programs, outside of the traditional qualifying structure, that support athletes in maximizing their experience and reaching their potential as members of U.S. Figure Skating. These skating programs each consist of a unique nationally competitive series or structured competitions. The Programs and New Program Development Committee is structured with a subcommittee to support each one; the jurisdiction of rules for these skating programs fall within the appropriate subcommittee. In addition, the committee is responsible for developing ideas, concepts and implementation plans for new programs that meet the needs of members and support the strategic plan of U.S. Figure Skating.

The following national skating program competitions fall under the jurisdiction of this committee:
1. Intercollegiate team skating series and U.S. Intercollegiate Championships
2. Solo dance competition series and National Solo Dance Final
3. Excel Series and Excel National Festival
4. National Showcase
5. Theatre on Ice competitions, National Theatre on Ice competition and the Nations Cup international competition.
6. High School competitions series

Outline of the overall structure of the Programs and New Program Development Committee:
1. The chair is recommended by the Nominating Committee and appointed by the President. The chair then appoints the National Vice Chairs and they work together to fill the committee roster according the chart below. It is not necessary to have overall members of the committee; all can serve on one or more of the subcommittees below.

<table>
<thead>
<tr>
<th>PROGRAMS AND NEW PROGRAM DEVELOPMENT COMMITTEE</th>
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</thead>
<tbody>
<tr>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td>COLLEGIATE SKATING</td>
<td></td>
</tr>
<tr>
<td>VC – Intercollegiate Members</td>
<td>NVC Members</td>
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<tr>
<td>VC – Synchro Members</td>
<td>NVC Members</td>
</tr>
<tr>
<td>HIGH SCHOOL PROGRAMS</td>
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<tr>
<td>PROGRAM INNOVATION</td>
<td></td>
</tr>
<tr>
<td>VC Excel Members</td>
<td>NVC Members</td>
</tr>
<tr>
<td>SHOWCASE</td>
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<tr>
<td>SOLO DANCE</td>
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<tr>
<td>STATE GAMES</td>
<td></td>
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<tr>
<td>THEATRE ON ICE</td>
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</tbody>
</table>

RESPONSIBILITIES OF THE CHAIR
The chair establishes goals and objectives for the committee and communicates the focus and direction, in support of the strategic plan, to each of the subcommittee national vice chairs. While each subcommittee works independently on the details of their area, the Chair of Programs and New Program Development will serve in an advisory role, providing guidance and synergy between them, with a goal of striving for consistency in how national skating programs are run.

• Understand the work of all subcommittees and is engaged in their processes for reviewing and communicating technical, conduct and competition rules. Review final technical rules, handbooks, procedures for each area.
• In partnership with appropriate Headquarters staff, ensure that each subcommittee is completing the work necessary to ensure their events and programs are being carried out in accordance with their respective handbooks and technical information. (Placing events, tabulating results, judging systems, etc.)
• Communicate the work of the subcommittees, when necessary, to the appropriate committees with Athlete Services and Technical / Officials.
• Support the Program Innovation Subcommittee in development and implementation of new ideas and programs; drawing upon best practices from the other subcommittees. Ensures that any new programs being developed are complimentary to existing U.S. Figure Skating programs and support the strategic plan.
• Determine when a program within the Program Innovation Subcommittee is developed enough to recommend that it launch into its own subcommittee.
• In partnership with the appropriate Headquarters staff and subcommittee national vice chairs, prepare and oversee the annual budget for all skating programs that fall within the Programs and New Program Development Committee.
• Coordinate with the chairs of the Development and Technical Committees within the Athletes Services Group, where appropriate, as well as chairs of committees within the Technical and Officials Group, for purposes of skating rules, judging systems, officials staffing of events, and event management.
### RESPONSIBILITIES OF THE COLLEGIATE SKATING SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- In partnership with U.S. Figure Skating headquarters, oversee and administer the intercollegiate skating program. This includes: Placement of three competitions per section, per season in addition to the U.S. Intercollegiate Championships and support in hosting these events.
- In partnership with U.S. Figure Skating headquarters, oversight of the intercollegiate competition entries
- Annually review and update the Intercollegiate Handbook, which consists of the conduct of competition and skating rules for the season.
- Support collegiate clubs and programs in organizing on campus. Partner with U.S. Figure Skating headquarters to review and update support documents, such as the Collegiate Skating Handbook.
- Partner with U.S. Figure Skating headquarters to create materials and webinars for the intercollegiate season and hosting competitions.
- Communicate with and educate members about collegiate skating opportunities (printed materials, online content, webinars, calls, etc.).
- Review / update information provided on U.S. Figure Skating’s Collegiate web page.
- Support members in learning about collegiate skating opportunities.

### RESPONSIBILITIES OF THE HIGH SCHOOL PROGRAMS SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- Support members and clubs that are interested in participating as a School Affiliated club.
- In partnership with U.S. Figure Skating headquarters, oversee and administer the high school skating program. This includes placement of the National High School Final competition.
- Annually review and update the High School Competition Handbook, which consists of the conduct of competition and skating rules for the season.
- In partnership with U.S. Figure Skating headquarters, administer the Graduating Seniors Program by reviewing the documents, application and rules.
- Review / update information provided on U.S. Figure Skating’s High School Programs web page.

### RESPONSIBILITIES OF THE PROGRAM INNOVATION SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- Explore and develop new ideas for skating programs that support U.S. Figure Skating’s membership goal in the strategic plan.
- Once a new idea is developed, partner with U.S. Figure Skating headquarters, the Group Coordinator and others to research the feasibility. Consider how it coordinates with other programs and projects, develop project plans, budgets, etc. Use committee members to explore these ideas.
- Oversee the Excel Series program, in partnership with U.S. Figure Skating headquarters:
  - Communication and education of members (presentations, webinars, web content)
  - Placement of competitions, registration of athletes.
  - Development / review / update of the Excel Series Handbook
  - Development / oversight of technical rules.
  - Oversight of results
  - Planning and execution of the National Excel Festival.
  - Review of the entire program for updates and adjustments in the following season.
  - Respond to questions regarding the Excel program.
  - Review / update information provided on U.S. Figure Skating’s Excel web page.

### RESPONSIBILITIES OF THE SHOWCASE SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- Oversee the technical rules / guidelines for National Showcase. Annually review and update.
- Communicate information on National Showcase with Competitions Committee RVCs when appropriate.
- Oversee the placement of the annual National Showcase competition.
- Review / update information provided on U.S. Figure Skating’s National Showcase web page.
- Respond to questions and serve as a resource regarding the National Showcase program.
RESPONSIBILITIES OF THE SOLO DANCE SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- In partnership with U.S. Figure Skating headquarters, oversee the administration of the Solo Dance Series program.
- In partnership with U.S. Figure Skating headquarters, communicate with and educate the membership about the Solo Dance Series program (web content, presentations, articles, webinars, etc.).
- Oversee the technical and conduct of competition rules for Solo Dance Series competitions.
- Annually, oversee the placement of Solo Dance Series competitions and the National Solo Dance Final.
- Oversee the results for the Solo Dance series.
- Support education programs, camps, etc., for solo dance.
- Communicate, when appropriate with the Dance Development and Technical Committee on issues relating to solo dance.
- Review / update information provided on U.S. Figure Skating’s Solo Dance web page.
- Respond to questions and serve as a resource for athletes, coaches, officials and clubs participating in the Solo Dance Series.

RESPONSIBILITIES OF THE STATE GAMES SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- In partnership with U.S. Figure Skating headquarters, maintain a relationship and coordinate with State Games of America, to support figure skating athletes that would like to participate.
- Support U.S. Figure Skating member clubs that would like to host a State Games figure skating competition in their state.
- Review / update information provided on U.S. Figure Skating’s State Games web page.

RESPONSIBILITIES OF THE THEATRE ON ICE SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- In partnership with U.S. Figure Skating headquarters, oversee the administration of the Theatre on Ice program.
- In partnership with U.S. Figure Skating headquarters, communicate with and educate the membership about the Theatre on Ice program (web content, presentations, articles, webinars, etc.).
- Oversee the technical and conduct of competition rules for Theatre on Ice competitions.
- Oversee any U.S. Figure Skating rules, in the rulebook regarding Theatre on Ice competitions. Review annually to ensure they are current, relevant and in support of membership growth and retention.
- Oversee the placement of the National Theatre on Ice competition, and Nations Cup, in odd years.
- Oversee the selection of U.S. teams to compete at the Nations Cup competition.
- Oversee the Choreographic Exercise
- Partner with Officials Training Committee on judging of Theatre on Ice competitions.
- Communicate with and educate participating skaters and coaches on issues related to Theatre on Ice though written communications, publications, webinars, seminars, etc.
- Review / update information provided on U.S. Figure Skating’s Theatre on Ice web page.
- Respond to questions and serve as a resource for athletes, coaches, officials and clubs participating in Theatre on Ice.
The Technical and Officials group is comprised of committees responsible for the rules relating to the conduct of competitions and tests sessions and the content of rules relating to all officials. This is the core of what is necessary to hold successful sanctioned events.

The Technical & Officials Group Coordinator represents these areas to the Board of Directors, including issues to be resolved, progress towards goals and objectives, budget requests, etc.

### Committee Realignment

**Project impact**

The committee realignment this group by a) reorganizing the responsibilities related to all officials by function instead of official type, b) refocusing the Competitions Committee on the conduct of competitions, c) moving committees assigned to skating rules, skating development and international issues to other groups.

The difference between the committees serving officials is that Domestic Selections and Domestic Officials Recruitment & Management (DORM) are responsible for issues affecting individuals (i.e., which competitions they serve at, how they earn appointments and promotions, how they are evaluated, what level of achievement is required to serve). Officials Training is responsible for the global issue of training our pool of officials, for example, creating content, overseeing the curriculum at schools and seminars and ensuring that officials receive information about rule changes, training opportunities, etc.
<table>
<thead>
<tr>
<th>Competitions</th>
<th>Domestic Selections</th>
<th>Domestic Officials Recruitment &amp; Management</th>
<th>Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversee the placement of qualifying competitions.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oversee the selection / placement of NQS events.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine the maximum number of officials assigned to qualifying competitions.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oversee rules related to the conduct of competitions to ensure our rules stay current, relevant and in support of athletes.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oversee the conduct of competitions, oversee the placement nonqualifying competitions.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Approve sanctions for competitions.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Support NQS competitions in carrying out their requirements; first receipt of the officials selected for NQS, partner with Domestic Selections.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Review, update and publish the standard nonqualifying competition announcement.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Develop a nonqualifying competition handbook with best practices to support LOCs in running events.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certify and maintain all software and hardware used at competition, in conjunction with HQs staff.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Select the officials for all qualifying competitions in the U.S.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Final approval and oversight of officials selected by the LOCs to serve at NQS competitions.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Take into consideration feedback from DORM and International Officials Management in assignments officials need for promotion / advancement.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Take into consideration feedback from DORM on officials' performances.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Create / Maintain a master spreadsheet of officials serving at all qualifying competitions annually.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Partner with HQs is distributing and processing the officials' availability forms.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Recruitment and onboarding of new officials; manage prospective officials - (DORM Recruitment Sub.)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment and promotion of officials through the system.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Evaluation of officials.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Set the standards and qualifications for service as an official.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Managing an honest, objective and understandable process for the development / assessment of officials. (DORM - Development &amp; Assessment Subcommittee)</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Implement and oversee a process for review of and feedback to officials (DORM - Develop. &amp; Assessment)</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Oversee rules related to officials (levels of officials, who can serve, movement through advancement process).</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Assignment of mentors to new officials.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Review of performance of officials.</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Handle complaints against officials.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Handle conflicts of interest relating to officials.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Communicate any relevant information or feedback to Domestic Selections re. assignments.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Select / approve the competitions available for Trial Judging and select the JETS.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide educational programs and training tools to ensure all officials are qualified to serve.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Solicit input from DORM and discipline / development committees on areas of needed training.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Coordinate the delivery of information to officials re. training and education opportunities.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Develop an Officials' Leadership Training program.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Develop criteria for judges and technical panel officials giving athletes critiques at domestic comps.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Oversees training programs for officials. Develop, maintain and execute programs for new officials to prepare them for exams, trial judging, to be promoted, etc.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Oversees the continuing education programs for current officials.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Development of content that can be distributed on an E-Learning Platform.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Development of content for appointment seminars.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Development / approval of content that can be used at schools.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Review, review, update various training manuals on the website.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Oversight (development, administration and grading) of annual officials’ exams.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dissemination of information related to training opportunities.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dissemination of information related to new rules / rule changes.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Oversight of rules related to testing, including test procedures and the conduct of all tests.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ensure the rules related to tests are clear and understandable.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Ensure test rules stay current and relevant in support of our athletes.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Partner with the Competitions Committee and appropriate Development &amp; Technical Committee to determine the placement of foreign athletes in the testing structure.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Partner with the Adult and Development &amp; Discipline Committees to review the minimum scores for U.S protocol for test credit.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>When new test rules are implemented, support the appropriate committees and HQs in communication, training and education.</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
COMPETITIONS COMMITTEE

OVERVIEW

The Competitions Committee has jurisdiction over and sanctions all U.S. Figure Skating competitions and has oversight of the rules relating to the conduct of competitions. In partnership with the Events Department, the Competitions Committee is responsible for placing and overseeing all qualifying competitions, except for the U.S. Figure Skating Championships. The following national skating program competitions fall under the jurisdiction of this committee:

Outline of the overall structure of the Competitions Committee:
1. The chair is recommended by the Nominating Committee and appointed by the President. The chair then appoints all NVCs, SVCs and RVCs and works with NVCs to appoint subcommittee members.
2. The overall Competitions Committee includes three (3) sectional vice-chairs and nine (9) regional vice-chairs.
3. The subcommittee structure below must also be followed.
4. The overall committee, and each of the subcommittees must have at least 20% athlete representation.

<table>
<thead>
<tr>
<th>COMPETITIONS COMMITTEE Chair</th>
<th>Three (3) SVCs</th>
<th>Nine (9) RVCs Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADULT COMPETITIONS</td>
<td>NONQUALIFYING COMPETITIONS</td>
<td>SYS COMPETITIONS</td>
</tr>
<tr>
<td>National Vice Chair + Members</td>
<td>National Vice Chair + Members</td>
<td>National Vice Chair 3 SVCs + Members</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECHNOLOGY</td>
<td>THEATRICAL SKATING COMPETITIONS</td>
<td></td>
</tr>
<tr>
<td>National Vice Chair VC for Tech. Acct. + Members</td>
<td>NVC + Members</td>
<td></td>
</tr>
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<td></td>
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</tr>
</tbody>
</table>

RESPONSIBILITIES OF THE CHAIR

The chair has the overall responsibility of overseeing the conduct of qualifying and nonqualifying competitions granted U.S. Figure Skating sanctions and the rules relating to the conduct of competitions.

- Appoint the national vice chairs of each subcommittee and the sectional and regional vice chairs of the overall committee.
- Approve exceptions of general competition rules to fit local conditions in sanctioned competitions.
- Oversee the selection and placement of all U.S. Figure Skating qualifying competitions, except the U.S. Championships, in partnership with the appropriate National and Sectional Vice Chairs and Events Department staff.
- Oversee the selection and placement of National Qualifying Series events, in partnership with the appropriate vice chairs and Events Department staff.
- Determine, in cooperation with the applicable chief referee, the maximum number of officials assigned to qualifying competitions; communicate this information to the Chair of Domestic Selections.
- Provide leadership and support to the five National Vice Chairs, ensuring that their duties are carried out.
- Prepare ballots and RFAs related the rules of conduct of competitions, as necessary, to ensure that competition rules stay current, relevant and in support of our athletes.
- Coordinate with the Chairs of appropriate committees to ensure rules and conduct of competition support their areas.
- Oversight on all related Competitions Committee budgets, in cooperation with the Vice Chairs and Headquarters staff.
- Serve as an ex-officio member of the Events Advisory Board.
## RESPONSIBILITIES OF THE SVCS AND RVCS

- SVCs and RVCS are expected to oversee the conduct of competitions within their respective areas.
- SVCs oversee the placement, operation and conduct of qualifying competitions within their sections.
- RVCS review and approve sanctions for nonqualifying competitions within their regions and provide guidance on how to manage competitions, when necessary. Each RVC develops the annual competition calendar for her/his region.
- While SVCs have the final authority, RVCS participate in the site selection process for qualifying competitions within their area by giving input, etc.
- Participate annually in the selection of National Qualifying Series events in their area. Review applications and make recommendations for approval.
- Support NQS competitions in their areas in carrying out the requirements and expectations of the NQS. First recipients of the lists of officials for competitions in their areas; responsible for coordinating with the appropriate persons on the Domestic Selections Committee to resolve issues.

## RESPONSIBILITIES OF THE ADULT COMPETITIONS SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- Oversee the operation and conduct of adult competitions, especially the Adult Sectional and U.S. Adult Championships.
- Participate in the site selection process for the Adult Sectional and U.S. Adult Championships.
- Partner with the Chair of the Competitions Committee with regards to rules and issues regarding adult competitions.
- Partner with the Adult Skating Committee to address issues, concerns, etc., from the adult skating community.

## RESPONSIBILITIES OF THE NONQUALIFYING COMPETITIONS SUBCOMMITTEE

- Partner with the Events and Skating Programs Departments at Headquarters to review, update and publish the standard non-qualifying competition announcement.
- Develop “best practices” for hosting non-qualifying competitions to support and advocate for consistency among non-qualifying competitions.
- Develop a non-qualifying competitions handbook, that supports best practices, to support LOCs in running quality events.

## RESPONSIBILITIES OF THE TECHNOLOGY SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- Certify and maintain all software and hardware used at competitions, in conjunction with Headquarters staff.

## RESPONSIBILITIES OF THE SYNCHRONIZED SKATING COMPETITIONS SUBCOMMITTEE

- NVC oversees the placement, operation and conduct of the U.S. Synchronized Skating Championships; NVC and SVCs oversee the placement, operation and conduct of the Sectional Synchronized Championships within their sections.
- SVCs review and approve sanctions for and placement of nonqualifying synchronized competitions.

## RESPONSIBILITIES OF THE THEATRICAL SKATING SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- Oversight of the operation and conduct of theatrical skating competitions.

## TIMELINE NOTES FOR THE COMPETITIONS COMMITTEE

### National Qualifying Series
National Qualifying Series begins its inaugural season June 1, 2019. Expected timeframe for the 2019-20 season:
- June – September: RVCs will support NQS competitions in their areas, as necessary.
- October: Review of NQS, recommend any updates or changes for the next season prior to the annual November Board meeting.
- November: Competitions Committee Chair and SVCs review and update Host Requirements Document with U.S. Figure Skating Headquarters
- December - January: Clubs may apply to host competitions
- February: Competitions Committee Chair, SVCs, RVCS and HQ review and approve competitions
- March: NQS competitions are announced
DOMESTIC OFFICIALS RECRUITMENT AND MANAGEMENT COMMITTEE (DORM)

OVERVIEW

The Domestic Officials Recruitment and Management Committee is responsible for recruiting enough officials to staff U.S. Figure Skating competitions and test sessions in all positions, for the evaluation and appointment of officials, for setting standards and qualifications for service, and for managing an honest, objective and understandable process for the development and assessment of officials so they can serve successfully. (These responsibilities, prior to May 2019, have been divided among the Judges and Technical Panel Committees and various subcommittees of Competitions. Accountability for recruitment is a new responsibility.)

Outline of the structure of the Domestic Officials Recruitment and Management Committee:

1. The chair is recommended by the Nominating Committee and appointed by the President. The chair then appoints all NVCs and works with them to appoint the membership outlined below.
2. There is no requirement for additional members of the committee; all members fulfill a specific role on one of the subcommittees. (Chair and NVC have the flexibility to add additional members, if necessary).
3. Each subcommittee must include 20% athlete representation.

<table>
<thead>
<tr>
<th>CHAIR - DOMESTIC OFFICIALS RECRUITMENT &amp; MANAGEMENT COMMITTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NVC – JUDGES SUBCOMMITTEE</strong></td>
</tr>
<tr>
<td>VC – Singles</td>
</tr>
<tr>
<td>VC – Pairs</td>
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<tr>
<td>VC – Dance</td>
</tr>
<tr>
<td>VC – Synchronized</td>
</tr>
<tr>
<td>VC – Syncapped</td>
</tr>
<tr>
<td>VC – Tech. Panel / Officials Training + Necessary Athletes</td>
</tr>
<tr>
<td>3 SVCs - Dance</td>
</tr>
<tr>
<td>9 RVCs – Dance</td>
</tr>
<tr>
<td>3 SVCs – Singles/Pairs</td>
</tr>
<tr>
<td>9 RVCs – Singles/Pairs</td>
</tr>
<tr>
<td>3 SVCs – Synchronized</td>
</tr>
<tr>
<td>VC – Theatrical</td>
</tr>
<tr>
<td>NVC Judges / Officials Training + Necessary Athletes</td>
</tr>
</tbody>
</table>

| **NVC – TECHNICAL PANEL SUBCOMMITTEE**                        |
| VC – Singles                                                 |
| VC – Pairs                                                  |
| VC – Dance                                                  |
| VC – SSYNCed                                                |
| VC – Tech. Panel / Officials Training + Necessary Athletes   |
| 3 SVCs - Dance                                              |
| 9 RVCs – Dance                                              |
| 3 SVCs – Singles/Pairs                                      |
| 9 RVCs – Singles/Pairs                                      |
| 3 SVCs – Synchronized                                       |
| VC – Theatrical                                             |
| NVC – Tech. Panel / Officials Training + Necessary Athletes  |

| **NVC – EVENT MANAGEMENT SUB.**                              |
| VC – Accountants                                            |
| VC – Tech. Accountants                                      |
| 3 SVCs – Accounting                                         |
| VC – Referees                                              |
| 3 SVCs - Referees                                          |
| VC – Music                                                 |
| 3 SVCs - Music                                              |
| VC – Announcing                                            |
| + Necessary Athletes                                       |

| **NVC – RECRUITMENT SUBCOMMITTEE**                           |
| VC Singles                                                 |
| VC Pairs                                                   |
| VC Dance                                                   |
| VC Synchronized                                           |
| VC – Accounting                                           |
| VC – Music / Announcing                                    |
| Ad hoc members, as necessary for their skill set            |

| **NVC – DEVELOPMENT & ASSESSMENT SUB.**                      |
| Ombudsman                                                  |
| VC – Judges                                               |
| Rep. Singles/Pairs Judges                                  |
| Rep. Dance Judges                                          |
| Rep. SyS Judges                                            |
| VC – Technical Panel                                       |
| Rep. Singles TS / TC                                       |
| Rep. Pairs TS / TC                                         |
| Rep. Dance TS / TC                                         |
| Rep. SyS TS / TC                                           |
| Rep. Data                                                  |
| Rep. SyS Data                                              |
| VC – Accountants                                           |
| VC – Music / Announcing                                    |
| Necessary athletes                                         |
RESPONSIBILITIES OF THE CHAIR

The chair serves as a connection between subcommittees for the process and procedures to ensure a standard among all types of officials and as an oversight for the work being planned and completed by the committee.

- Appoint the NVCs of each subcommittee, in consultation with the group coordinator. Work with the NVC to fill SVC, RVC and VC positions, and, if necessary, additional ad hoc members.
- Lead committee to define goals, objectives, strategies and tactics for the recruitment, appointment and evaluation of officials, in accordance with the strategic plan; communicate to Vice Chairs and committee members.
- Serve as a connection to the chairs of other committees that are supporting officials and athletes to ensure necessary information is being disseminated and communicated (Officials Training, Domestic Selections, International Officials, Discipline Development & Technical Committees).
- Receive complaints about officials and determine the appropriate course of action for which committee or subcommittee should handle it based upon the type of alleged infraction.
- Support and provide guidance to the National, Sectional and Regional Vice Chairs and ensure that their responsibilities are being carried out with respect to the evaluation, appointment and promotion of officials in their area, oversight of rules relating to officials in their area, maintenance of standards to serve at competitions, tests sessions and as mentors, assignment of mentors, etc.
- Support and provide guidance to the National Vice Chair for Recruitment in managing a welcoming on-boarding process for interested officials and managing the list of prospective officials. Work with the National Vice Chair for Recruitment to establish and track Key Performance Indicators for success in recruiting officials.
- Support and provide guidance to the National Vice Chair for Development and Assessment. Work with the National Vice Chair for Development and Assessment to establish and track Key Performance Indicators for success in development and fair assessment of officials.
- Approve and submit ballots and RFAs, as recommended by the Vice Chair for each subcommittee, to ensure that rules stay current, relevant and in support of the development and success of our officials.
- Work with staff liaison and group coordinator to prepare and track applicable budgets.

RESPONSIBILITIES OF THE DORM JUDGES SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- Evaluation, appointment and promotion of judges. The respective RVCs and SVCs will process applications for appointments and promotions for test and competition appointments, in accordance with guidelines on the Judges section of www.usfigureskating.org (Prior to 5/2019, this is the same statement of work completed by the discipline specific RVCs and SVCs on the Judges Committee.)
- Select / approve the competitions for trial judging. Select the staff for official trial judge competitions in partnership with the Officials Training Committee.
- Oversight of the rules relating to judges.
- Rules regarding standards for judges to serve at competitions, tests sessions and as monitors for athletes and mentors for trial judges.
- Manage conflict of interest issues relating to judges.
- Assignment of mentors to new and developing officials, in coordination with the Recruitment Subcommittee.
- Review, evaluate and update to the Judge Monitor Guidelines (change to mentor).
- Reach out to the pool of U.S. Figure Skating judges for support and assistance.
- The creation/appointment of task forces of subject matter experts to tackle special projects or initiatives related to judges.
- Handle complaints about judges, as directed by the Chair.

RESPONSIBILITY OF THE DORM TECHNICAL PANEL SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- Evaluation, appointment and promotion of technical panel officials. The respective VCs will process applications to test for appointments and promotions in their areas.
- Oversight of rules relating to technical panel officials.
- Rules regarding standards for technical panel officials to serve at competitions.
- Manage conflict of interest issues relating to technical panel officials.
- Assignment of mentors to new and developing technical panel officials, in coordination with the Recruitment Subcommittee.
- The creation/appointment of task forces of subject matter experts to tackle special projects or initiatives related to technical panel officials.
- Handle complaints about technical panel officials, as directed by the Chair.
### RESPONSIBILITIES OF THE DORM EVENT MANAGEMENT SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- Evaluation, appointment and promotion of accountants, technical accountants, referees, music technicians and announcers.
- Oversight of the rules relating to referees, accountants, technical accountants, music technicians and announcers.
- Rules regarding standards for accountants, technical accountants, referees, music technicians and announcers to serve at competitions.
- Assignment of mentors to new and developing officials, in coordination with the Recruitment Subcommittee.
- Reaching out to the pool of U.S. Figure Skating officials for support and assistance.
- Creation of task forces of subject matter experts to tackle special projects or initiatives.
- Handle complaints about officials, as determined by the chair.

### RESPONSIBILITIES OF THE DORM RECRUITMENT SUBCOMMITTEE

- Develop and manage a welcoming on-boarding process for interested officials that includes an applicant interest form; review applicant interest forms, call interested parties, explain the area of officiating, invite them to a local event (i.e., competition or test session).
- Manage the list of prospective officials – reach out, welcome, refer to appropriate subcommittee or remove.
- Coordinate with appropriate subcommittee to assign mentors to prospective officials, get them in the system and follow up.
- Develop and implement programs for recruiting new officials of various types.

### RESPONSIBILITIES OF THE DORM DEVELOPMENT AND ASSESSMENT SUBCOMMITTEE

- The vision of the subcommittee is: “All officials will be successful.”
- Develop, implement and oversee a process for review of and feedback to officials that is honest, objective, understandable and based on statistical information, including the creation of verifiable criteria for analyzing performance.
- Develop review panels for performance evaluation (Use additional DORM members as a resource).
- Provide the feedback mechanism based on specific and measurable criteria; determine the flow of information.
- Document the feedback and performance plan (if needed) for individuals being reviewed.
- Provide recommendations for a performance improvement plan (i.e., attend a school, etc.), and support the individual in obtaining the recommended education or completing the performance plan.
- Initiate a review process based on a) an individual official’s request for one b) a Referee’s Report c) a Technical Panel Captain’s report d) a mentor’s request or e) a JET’s request.
- Serve as a resource that any official can approach with questions, complaints, or to seek honest feedback on their appointment progress or assignments. The members of the subcommittee will serve as a liaison to research and seek out this information and communicate with the requesting official in a timely and respectful manner.
- Support the appropriate subcommittees in this committee in providing performance reviews on officials at qualifying competitions to Domestic Selections, International Officials and Officials Training Committees.
- Handle complaints against officials, as determined by the chair.
- The NVC will serve as the starting point, then reach out to the appropriate VC and discipline representative to determine the course of action. (For example, if the official up for review was a Singles Technical Specialist, the NVC would contact the VC for Technical Panel and the representative for Singles TS / TC to begin the review process.)
DOMESTIC SELECTIONS COMMITTEE

OVERVIEW

The Domestic Selections Committee is responsible for selecting officials for all qualifying competitions, and for approving the final officials’ selections made by LOCs hosting National Qualifying Series (NQS) events. This committee will partner with the Domestic Officials Recruitment & Management and International Officials Committees to ensure adequate experience and activity are being provided for maintaining appointments and pursuing advancement.

Outline of the structure of the Domestic Selections Committee:

1. The chair is recommended by the Nominating Committee and appointed by the President. The chair then appoints all NVCs and works with them to appoint the membership outlined below.
2. There is no requirement for additional members of the committee; all members fulfill a specific role on one of the subcommittees. (Chair and NVC have the flexibility and may add additional members, if necessary).
3. Each subcommittee must include 20% athlete representation.

<table>
<thead>
<tr>
<th>Chair - Domestic Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NVC - JUDGES SUBCOMMITTEE</strong></td>
</tr>
<tr>
<td>3 SVCs – Singles/Pairs</td>
</tr>
<tr>
<td>3 SVCs – Dance</td>
</tr>
<tr>
<td>3 SVCs -- Synchronized</td>
</tr>
<tr>
<td>Necessary athletes</td>
</tr>
<tr>
<td><strong>NVC - TECHNICAL PANEL SUBCOMMITTEE</strong></td>
</tr>
<tr>
<td>3 SVCs Singles</td>
</tr>
<tr>
<td>VC Pairs</td>
</tr>
<tr>
<td>VC Dance</td>
</tr>
<tr>
<td>VC Synchronized</td>
</tr>
<tr>
<td>VC Data – S/P/D</td>
</tr>
<tr>
<td>VC Data - Synchronized</td>
</tr>
<tr>
<td>Necessary athletes</td>
</tr>
<tr>
<td><strong>NVC - EVENT MANAGEMENT SUBCOMMITTEE</strong></td>
</tr>
<tr>
<td>VC - Referees</td>
</tr>
<tr>
<td>Rep. Singles / Pairs Referees</td>
</tr>
<tr>
<td>Rep. Dance Referees</td>
</tr>
<tr>
<td>Rep. Synchronized Referees</td>
</tr>
<tr>
<td>VC – Accountants</td>
</tr>
<tr>
<td>VC – Technical Accountants</td>
</tr>
<tr>
<td>3 SVC – Accountants</td>
</tr>
<tr>
<td>VC – Music / Announcing</td>
</tr>
</tbody>
</table>

RESPONSIBILITIES OF THE CHAIR

The chair serves as a connection between the subcommittees for process and procedures to ensure a standard among all official types and as an oversight for the work being planned and completed by the committee.

• Appoint the National Vice Chairs of each subcommittee, in consultation with the group coordinator.
• Provide guidance to National Vice Chairs in working with their subcommittee members.
• Work with U.S. Figure Skating headquarters to create and distribute the availability form for qualifying competitions to officials. Receive information and distribute to each NVC to begin their assignments.
• Communicate with the chairs of the International Officials and Domestic Officials Recruitment & Management Committees to gather information on needed activity and disseminate to the appropriate Vice Chair for consideration.
• Receive information from the Domestic Officials Recruitment & Management Committee Chair regarding relevant performance reviews and disseminate to the appropriate Vice Chair; provide guidance in the application of the information received.
• Ensure an appropriate flow of information across committees serving officials in this group and the International Group.
• Make the final determination of the placement of an individual when the officials have been recommended for multiple positions (i.e., as a judge and referee, accountant and data operator, etc.).
• Approve final recommendations from each subcommittee.
• Receive information from the Competitions Committee Chair on officials needed for competitions; disseminate to appropriate National Vice Chairs.
• Provide oversight and guidance to National Vice Chairs in carrying out their responsibilities, including the selection of appropriate officials for qualifying competitions, considering information from other committees on officials’ activity, the approval of officials selected by LOCs hosting NQS events, and the recommendation of any necessary officials to be added to NQS events for activity and/or experience.
• Partner with the Chair of the Competitions Committee to make final decisions on added officials for NQS competitions. Ensure communication flow with U.S. Figure Skating headquarters, LOC and Competitions Committee.
• Prepare and manage the budget related to selections, in partnership with appropriate U.S. Figure Skating headquarters staff.
• Communicate with the group coordinator on behalf of the activities of the committee.
DOMESTIC SELECTIONS COMMITTEE (CONTINUED)

RESPONSIBILITIES OF THE DOMESTIC SELECTIONS JUDGES SUBCOMMITTEE

- Select the judges to officiate at the Regional Singles Challenges, Sectional Pairs and Sectional Dance Challenges, Sectional Singles Finals, U.S. Pairs and U.S. Dance Finals, and the Sectional Synchronized Skating Championships. The SVCs for each discipline will make their recommendations to the NVC.
- Select the judges to officiate at U.S. Figure Skating Championships, U.S. Synchronized Skating Championships, U.S. Collegiate Championships and U.S. Adult Championships. The SVCs for each discipline make their respective recommendations to the NVC.
- Work with the Adult Skating Committee, Adult Competitions Subcommittee and the LOCs to approve judges’ panels for the Adult Sectional Championships.
- Work with the respective RVCs of the Competitions Committee to approve judges’ assignments for official NQS competitions. SVCs for Singles/Pairs and Dance work with the competitions in the sections for their disciplines, with the support of the NVCs.
- Consider feedback from the Domestic Officials Recruitment & Management Judges Subcommittee and International Officials Management Subcommittee in assigning judges to events, with respect to activity necessary for appointments.
- NVC: Create an annual master assignment spreadsheet for judges at all qualifying and NQS competitions across the U.S.

RESPONSIBILITIES OF THE DOMESTIC SELECTIONS TECHNICAL PANEL SUBCOMMITTEE

- Select the technical panel officials to officiate at the Regional Singles Challenges, Sectional Pairs and Sectional Dance Challenges, Sectional Singles Finals, U.S. Pairs and U.S. Dance Finals, and the Sectional Synchronized Skating Championships. The SVCs for singles and the VCs for each of the other disciplines make their recommendations to the NVC.
- Select the technical panel officials to officiate at U.S. Figure Skating Championships, U.S. Synchronized Skating Championships, U.S. Collegiate Championships and U.S. Adult Championships. The SVCs and VCs for the disciplines make their respective recommendations to the NVC.
- Work with the Adult Skating Committee, Adult Competitions Subcommittee and the LOCs to approve technical panel officials at the Adult Sectional Championships.
- Work with the respective RVCs of the Competitions Committee to approve technical panel assignments for official NQS competitions. SVCs for singles, and VCs for pairs, dance and data work with the competitions in the sections for their disciplines, with the support of the NVCs.
- Consider feedback from the Domestic Officials Recruitment & Management Technical Panel Subcommittee and International Officials Management Subcommittee in assigning Technical Panel officials to events, with respect to activity necessary for appointments, Create an annual master assignment spreadsheet for all technical panel officials at all qualifying and NQS competitions.
- Select Team Captains for all technical panel teams officiating at qualifying and NQS competitions, select and monitor the teams working together.

RESPONSIBILITIES OF THE DOMESTIC SELECTIONS EVENT MANAGEMENT SUBCOMMITTEE

- Select the referees, accountants, technical accountants, and where appropriate, the music technicians and announcers to officiate at the Regional Singles Challenges, Sectional Pairs and Sectional Dance Challenges, Sectional Singles Finals, U.S. Pairs and U.S. Dance Finals and the Sectional Synchronized Skating Championships. The VC and representatives for singles, pairs, dance and synchronized skating referees will recommend the referees to the NVC. The VCs and SVCs for accountants and technical accountants will do the same in their areas. The VC for music and accounting will determine where assignments are necessary and recommend to the NVC.
- Select the referees, accountants, technical accountants, and where appropriate, the music technicians and announcers to officiate at the U.S. Figure Skating Championships, U.S. Synchronized Skating Championships, U.S. Collegiate Championships and U.S. Adult Championships.
- Work with the respective RVCs of the Competitions Committee to address any issues with referees, accountants or technical accountants selected by the LOCs hosting National Qualifying Series events.
- Partner with the Domestic Officials Recruitment & Management Subcommittee to consider any feedback in placing referees and accountants with respect to activity needed for their appointments.
OFFICIALS TRAINING COMMITTEE

OVERVIEW

The Officials Training Committee is responsible for providing educational programs and training tools to ensure all certified U.S. Figure Skating officials are qualified to serve our athletes and programs in competitions and tests.

Outline of the structure of the Officials Training Committee:

1. The chair is recommended by the Nominating Committee and appointed by the President. The chair appoints all NVCs and works with them to appoint the membership outlined below.
2. There is no requirement for additional members of the committee; all members fulfill a specific role on one of the subcommittees. (Chair and NVC do have the flexibility and may add additional members, if necessary, to fulfill the statement of work.)
3. Each subcommittee must include 20% athlete representation.

RESPONSIBILITIES OF THE CHAIR

The chair serves as a connection among all the subcommittees, and specific training processes and resources available to them to provide a standard quality among all types of officials. The chair ensures that training tools are utilized and that specific education requirements are satisfied by each type of official. The chair serves as an oversight for the work being planned and completed by the committee and as a connection among the subcommittees to ensure information is being shared as needed.

• Appoint the National Vice Chairs of each subcommittee, in consultation with the group coordinator.
• Provide guidance to National Vice Chairs in working with their subcommittee members.
• Solicit input from the chairs of Domestic Officials Recruitment & Management, International Officials and the four discipline and development committees on areas of needed training and education for officials; disseminate this information to the appropriate National Vice Chair for consideration in their programming.
• Coordinate with the chairs of the four discipline and development committees on the delivery of consistent information to officials, coaches and athletes.
• Provide oversight and guidance to National Vice Chairs in carrying out their responsibilities: development and implementation of training programs for new officials to prepare them for testing and promotion, continuing education of current officials, making recommendations for appointments, oversight of content on the e-learning platform and development of content for education schools and appointment seminars.
• Work with NVCs to ensure that information related to training opportunities is disseminated.
• Work with U.S. Figure Skating headquarters, the group coordinator, etc., on developing an Officials Leadership Training program.
• Work with NVC of Judges and Technical Panel Subcommittees to develop criteria for judges and technical panel officials giving athlete critiques at domestic competitions.
• Serve as the connection point to chairs of all other committees serving officials.
• Work with staff liaison and group coordinator to prepare and track applicable budgets.
Officials Training Committee (Continued)

Responsibilities of the Officials Training Judges Subcommittee, Under the Direction of the NVC

- Oversee training programs for judges. Develop, maintain and execute programs for new officials to prepare them to test and be promoted.
- Oversee continuing education programs for current judges.
- Programs for the above include work on the development of content that can be distributed on an e-Learning Platform.
- Development of content for judges’ appointment seminars.
- Development / approval of content that can be used at judges’ schools.
- Develop and deliver new programming and tools for judges’ education.
- Develop criteria for officials providing judging critiques to athletes at domestic competitions.
- Review, revise, and update various training manuals on Judges web page.
- Make recommendations for officials providing judging critiques to athletes at domestic competitions.
- Oversight (development, administration and grading) of the annual judges’ exam.
- In coordination with the Chair, dissemination of information on applicable ISU and U.S. Figure Skating rule changes for judging, to ensure it is received, understood and used. (Examples from the past: Content for new test program, -5 to +5 GOEs, etc.)
- Dissemination of information related to judges’ training opportunities.
- Trial judge competitions will be approved by the NVC on DORM, who is a member of this subcommittee. Both NVCs should work together to select trial judge competitions and JETs.

Responsibilities of the Officials Training Technical Panel Subcommittee, Under the Direction of the NVC

- Oversee the training programs for technical panel officials. Develop, maintain and execute programs for new officials to prepare them to test and be promoted.
- Oversee continuing education programs for current technical panel officials.
- Programs above include work on the development of content that can be distributed on an E-Learning Platform.
- Development of the schedule, content and curriculum for technical panel continuing education schools and national technical panel seminars.
- Development of content that can be distributed.
- Develop and deliver new programming and tools for education of technical panel officials. (For example, preparing them to attend schools).
- Develop criteria for officials providing technical panel critiques to athletes at domestic competitions.
- Review, revise, update various documents on the technical panel officials web page.
- Oversight (development, administration and grading) of technical panel exams.
- In coordination with the Chair, dissemination of information on applicable ISU and U.S. Figure Skating rule changes for technical panel officials, to ensure it is received, understood and used.
- Dissemination of information related to technical panel training opportunities.

Responsibilities of the Officials Training Referees Subcommittee, Under the Direction of the NVC

- Oversee training programs for referees. Develop, maintain and execute programs for new referees to prepare them to earn an appointment or advance.
- Oversee continuing education programs for current referees, for example, webinars and calls for referees at the start of the qualifying season.
- Programs for the above include work on the development of content that can be distributed on an e-Learning Platform.
- Development of the schedule, content and curriculum for a referees’ school.
- Development / approval of content that can be used at judges’ schools.
- Oversight (development, administration and grading) of referees’ exams.
- Review, revise, update various documents on the referees’ web page.
OFFICIALS TRAINING COMMITTEE (CONTINUED)

RESPONSIBILITIES OF THE OFFICIALS TRAINING ACCOUNTANTS & TECHNICAL ACCOUNTANTS SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- Work with U.S. Figure Skating headquarters to oversee training programs for accountants and TAs. Develop, maintain and execute programs for new referees to prepare them to earn an appointment or advance.
- Work with U.S. Figure Skating headquarters to oversee continuing education programs for current accountants and TAs.
- Programs for the above include work on the development of content that can be distributed on an e-Learning Platform.
- Development of the schedule, content and curriculum for an Accountants’ School and/or a Technical Accountants’ school.
- Oversight (development, administration and grading) of any exams for Accountants, Technical Panel.
- Maintain any information for Accountants and TAs on the Accounting Central portion of usfsaonline.org, in coordination with the Technology Subcommittee on the Competitions Committee.

RESPONSIBILITIES OF THE OFFICIALS TRAINING ANNOUNCERS & MUSIC SUBCOMMITTEE, UNDER THE DIRECTION OF THE NVC

- Oversee training for announcers and music technicians. Develop, maintain and execute programs for new announcer and music s to prepare them to earn an appointment or advance.
- Programs for the above include work on the development of content that can be distributed on an e-Learning Platform.
- Oversee continuing education programs for current music technicians and announcers.
- Create and distribute scripts for announcers.
- Coordinate with the Technology Subcommittee on the Competitions Committee for any training necessary for music technicians and announcers.
# OFFICIALS TRAINING, EDUCATION, APPOINTMENTS

The chart below illustrates the workflow and cooperation between the Domestic Officials Management & Recruitment Committee (DORM) and Officials Training Committee (OTC) with regards to the various programs and avenues for educating, training, evaluating and appointing officials.

<table>
<thead>
<tr>
<th>GENERAL ROLE IN EVALUATIONS AND APPOINTMENTS</th>
<th>DORM (PEOPLE)</th>
<th>OFFICIALS TRAINING (CONTENT AND PROGRAMS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final decision on candidate’s performance to determine appointment / promotion.</td>
<td>Creates the content for exams and evaluations throughout the process.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF PROGRAM</th>
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<th>STEP 3</th>
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</tr>
</thead>
</table>
| In-person appointment seminars (i.e. technical panel, judges) | DORM: Reviews applications for participation  
Accepts candidates to test  
OTC: Prepares content  
Selects Faculty  
Creates the seminar evaluation process (written and/or practical exam) | Faculty is selected from members of the OTC and DORM subcommittees + other national officials with demonstrated teaching skills and the ability to be supportive and constructive while providing feedback.  
(At least one representative from DORM and OTC should be included) | Based upon the evaluation set up by the OTC, recommendations for appointments are decided jointly among faculty present. | DORM NVC reviews the recommendations from the faculty, makes final determination on appointment and sends the letter.  

Notes: Primary consideration is their performance at the seminar + any supporting information. |
| Online courses as part of the advancement process (NEW!!) needs development | OTC:  
• Determines the courses, content needed to be taught, works with.  
• Selects subject matter experts (SME) to serve as writers for courses.  
• Reviews, approves courses. | OTC:  
• Works with the SME for each course to approve the assessments in the theory and practice portion of the course. | OTC:  
• Determines who receives the results.  
• Determine what the course is a prerequisite for (i.e., to attend a school, to trial judge, etc.) | DORM:  
• Takes the score / success of the candidate into consideration for awarding an appointment or for acceptance to a school, etc. |
| Online courses for continuing education (NEW!!) needs development | Same as above  
(Example: When a change is made, such as test refresh, -5 to + 5, etc.) | Same as above | OTC:  
Determine CEU or value.  
No appointments are awarded. | |
| TPER and Judges Rules Review | OTC:  
• Writes and administers the exam (or selects a SME to do so) | OTC:  
• Shares results with Domestic Selections  
• Shares results with DORM | No appointments are awarded. | Domestic Selections determines how results affect selections.  
DORM determines follow-up (if necessary) |
### OFFICIALS TRAINING, EDUCATION, APPOINTMENTS

The chart below illustrates the workflow and cooperation between the Domestic Officials Management & Recruitment Committee (DORM) and Officials Training Committee (OTC) with regards to the various programs and avenues for educating, training, evaluating and appointing officials.

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</table>
| **Test Judges: Appointments via Trial Judging** | OTC:  
- Create tools for supportive training (i.e., videos, online course, handbook, etc.)  
- Create and score a written exam for candidates | DORM:  
- A mentor or candidate submits an application to the DORM RVC or SVC for an appointment.  
- DORM requests exam for candidate to take | DORM:  
- Review score of exam  
- Review trial judging performance  
- RVC recommends appointment to SVC, NVC and Chair | DORM:  
- Letter awarding (or declining) the appointment is sent by the RVC/SVC |
| **Competition Judges: Appointments by Trial Judging** | OTC:  
- Create tools for supportive training (i.e., videos, courses, handbooks, etc.)  
- (If applicable) create and score a written exam for candidates. | DORM:  
- RVCs & SVCs recommend TJ comps, NVC & chair approve  
- RVCs & SVCs approve applications to attend Trial Judge competitions.  
- RVCs & SVCs assign JETS from the list of officials at small nonquals & regional/sectional challenge.  
- OTC & DORM Together:  
- Select JETs for large nonquals, sectional finals, U.S. Finals and U.S. Championships. | NQ, Regional, Sectional Level:  
- The JET present sends a recommendation to the RVC / SVC on DORM re. appointment | DORM:  
- Reviews recommendation from JET to determine appointment  
- RVC/SVC recommend appointment, NVC approves  
- RVC/SVC sends letter  
- Letter awarding (or declining) the appointment is sent by the RVC/SVC |
| **National Level:** | DORM:  
- Review score from exam  
- Consider recommendation from JETs and OTC NVC  
- NVC makes final determination | DORM:  
- Chair decides to recommend or decline appointment  
- Recommend to BOD (if applicable)  
- Chair sends letter informing candidate of result |

**Example of potential new area:**  
**Tech. Panel – Hybrid – Appointments by school and “Trial Officiating”**  
See steps for in-person appointment seminars earlier in this workflow document  
DORM NVC reviews the recommendations from the faculty, makes final determination on continuation to evaluation at competition and sends the letter.  
Notes: Primary consideration is their performance at the seminar + any supporting information.  
DORM:  
- Discipline vice chairs recommend competitions. NVC & chair approve.  
- OTC & DORM Together:  
- Select trainers for chosen competitions. | DORM:  
- Sets up a practical exam at a competition.  
- Candidates trial officiate at the event.  
- The trainers review the evaluation with NVC of DORM and the NVC of OTC together. | DORM:  
- Receives final evaluations from school and trial event.  
- Reviews evaluations to determine appointment  
- Discipline vice chair recommends, NVC approves  
- NVC sends letter |
## OFFICIALS TRAINING, EDUCATION, APPOINTMENTS

The chart below illustrates the workflow and cooperation between the Domestic Officials Management & Recruitment Committee (DORM) and Officials Training Committee (OTC) with regards to the various programs and avenues for educating, training, evaluating and appointing officials.

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<tr>
<td><strong>Webinars or Video Conference Schools / Educational Opportunities</strong></td>
<td>OTC: • Selects Subject Matter Experts (SME) to deliver the content.</td>
<td>• Schedules the video conference and communicates. • Approves and develops the content.</td>
<td>• Communicates or works with those hosting to communicate the opportunity.</td>
<td>• Delivers the webinar or video conference, or a SME delivers on behalf of the committee.</td>
</tr>
<tr>
<td><strong>Tools and Materials (rule vetting guide, data and video protocols, data entry slides)</strong></td>
<td>OTC: • Selects SMEs to create and maintain documents</td>
<td>• Creates/updates documents</td>
<td>• Sends to headquarters for dissemination</td>
<td></td>
</tr>
<tr>
<td><strong>Activity Requirements to Maintain Active Status / CEU Guidelines</strong></td>
<td>DORM: • Creates and updates requirements as needed (sends to headquarters for dissemination)</td>
<td>Requests activity reports from headquarters</td>
<td>• Reviews reports</td>
<td></td>
</tr>
<tr>
<td><strong>Requirements for Initial Certification/ Appointment and Advancement/ Promotion</strong></td>
<td>DORM: • Creates and updates requirements as needed (sends to headquarters for dissemination)</td>
<td></td>
<td>• Communicates with officials who have not met requirements • Determines action plan (resign, inactive, etc.)</td>
<td>• Communicates plan to headquarters to update member records</td>
</tr>
</tbody>
</table>
TESTS COMMITTEE

OVERVIEW
The Tests Committee has oversight of the rules related to testing, including testing procedures and the conduct of all U.S. Figure Skating tests.

Outline of the Tests Committee:
In addition to the chair, there should be three sectional vice chairs and a combination of regular members, coaching members and athlete members.

RESPONSIBILITIES OF THE CHAIR
The chair oversees the U.S. Figure Skating test program and communicates with the chairs of the Singles Development & Technical, Pairs Development & Technical, Dance Development & Technical Committee, Synchronized Development and Technical and Adult Skating Committee to review and update test rules and procedures to ensure they are relevant, current and supportive of the needs of athletes.

- In partnership with Headquarters and the Rules Committee Chair, ensure rules related to tests are clear and understandable.
- Prepare ballots and RFAs related the rules of tests, as necessary, to ensure that test rules stay current, relevant and in support of our athletes.
- Oversee and resolve issues dealing with rule violations and/or complaints about the conduct of test sessions.
- Partner with the Competitions Committee and/or appropriate Development & Technical Committee to determine the placement of foreign athletes in the test structure wishing to compete in U.S. Figure Skating qualifying competitions.
- Oversight over the administration of test rules and the conduct of tests.
- In partnership with Headquarters, oversight of the test records and awarding of test certificates and emblems.
- Work with staff liaison and group coordinator to prepare and track applicable budgets.
- Annually, partner with the chairs of the Development & Discipline and Adult Skating Committee to review the minimum scores for IJS Protocol for Test Credit.
- In partnership with the Competitions Committee and HQs, provide support with the IJS Protocol for Test Credit program. (For example, help with the process, disputes, etc.)
- If new test rules are implemented, support the appropriate committees and HQs in communication, training and education.

TIMELINE NOTES FOR THE TESTS COMMITTEE
Work is generally balanced throughout the season.
If there are adjustments to be made to IJS protocol for Test Credit
The International Group places all committees focused on serving international athletes and international officials together. The goal for these committees is to work in partnership with the High-Performance Department to annually develop and implement a comprehensive international strategy focused around the High-Performance Plan and supporting the athletes of Team USA in their long-term potential of winning medals in the most important international competitions.

The ISU representative will serve as the group coordinator for the International Group. This individual is a non-voting member of the Board of Directors and is appointed by the president. The ISU representative must be a current or former ISU official or ISU office holder with knowledge of the ISU Constitution, General and Special Regulations and Technical Rules, and expertise in international relations as they relate to U.S. Figure Skating, the ISU and its member federations.

INTERNATIONAL GROUP IS COMPRISED OF TWO COMMITTEES, EACH WITH EXTENSIVE SUBCOMMITTEE STRUCTURES:

**International Committee**

(ICMS, INTERNATIONAL COACHES, DANCE, PAIRS, SINGLES, SYNCHRONIZED SKATING)

**International Officials Committee**

(International Officials Management Subcommittee, International Selections Subcommittee)

Committee Realignment Project impact

The committee realignment project creates the International Group for the first time. Responsibilities under this group were previously split between the Technical and Athlete Services Groups:

<table>
<thead>
<tr>
<th>PRIOR TO 2019</th>
<th>CURRENT STRUCTURE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ATHLETE SERVICES GROUP</strong></td>
<td><strong>INTERNATIONAL GROUP</strong></td>
</tr>
<tr>
<td>International Committee</td>
<td>International Committee</td>
</tr>
<tr>
<td>**GROUP</td>
<td>International Officials Committee</td>
</tr>
<tr>
<td>International Judges &amp; Officials</td>
<td>(Sub – International Officials Management)</td>
</tr>
<tr>
<td>Selections (NVC for International)</td>
<td>(Sub – International Selections)</td>
</tr>
</tbody>
</table>

INTERNATIONAL STRATEGY DEVELOPMENT (ALL)

The chairs of the International Committee and International Officials Committee will work with the High-Performance Department and ISU representative to develop an annual international strategy for U.S. Figure Skating. This strategy should look 4-8 years in the future but be updated annually for the coming season. It should look at medals in each discipline and annually address progress towards winning an Olympic Team Gold medal. The Chairs of both committees are responsible for leading their respective subcommittee vice-chairs in their piece and keeping everyone on track.

Committee chairs will be provided with the components of international strategy development.
INTERNATIONAL COMMITTEE

OVERVIEW
The International Committee is responsible for selecting the athletes and teams that represent U.S. Figure Skating in ISU competitions with the goal of winning the maximum number of medals. The International Committee works in partnership with the High-Performance Department to provide the optimal international exposure for athletes in support of the High-Performance Plan and International Strategy.

Outline of the overall structure of the International Committee:
1. The chair is recommended by the Nominating Committee and appointed by the President. The chair then appoints the NVCs for each subcommittee listed below.
2. The chair works with the NVCs to fill each subcommittee, per the guidelines below.
3. There are not additional or at large members, all members are designated by the positions below.

RESPONSIBILITIES OF THE CHAIR:
The chair leads the International Committee by partnering with the ISU representative, High-Performance Department and International Officials Committee chair to develop an annual International Strategy and leads the subcommittees in selecting athletes to international competitions in support of that strategy.

- Appoint the vice chairs of each subcommittee.
- Lead and support the national vice chairs in carrying out the International Strategy.
- Lead and support the national vice chairs in adherence to the collective international calendar.
- In partnership with the appropriate national vice chairs, propose the criteria used to select and enter athletes and teams in all international competitions, ISU Championships and the Olympic Winter Games.
- Lead and support the appropriate national vice chairs in their recommendations and selections of international competitions supported by Team USA.
- Lead and support the discipline subcommittee national vice chairs in athlete and team selections.
- Communicate with the chair of International Officials and with the High-Performance Department regularly to coordinate activities, including the candidates for team leader assignments and monitoring of athletes assigned to international competitions.
- In partnership with the ISU representative, provide leadership in developing relationships between U.S. Figure Skating and international federations.
- In partnership with the High-Performance Department and appropriate vice chairs, communicate expectations with athletes, coaches and teams being considered for international assignments.
- Communicate with Headquarters regarding the arrangement of logistics for travel to international competitions.
- Ensure regular communication between international discipline subcommittees and their parallel Development & Technical Committees in the Athlete Services Group with regards to trends and development expectations at the international level for athlete development programming and potential technical rule changes.
- Attend the U.S. Figure Skating Championships, the National High-Performance Development Team Camp, the World Junior Team Selection Camp and Champs Camp, in addition to service as an official at international competitions throughout the season.
- Attend several NQS summer competitions and high-performance camps.
- In partnership with Headquarters, prepare and manage the budgets for international competitions and activities.
INTERNATIONAL COMMITTEE (CONTINUED)

RESPONSIBILITIES OF THE INTERNATIONAL COMMITTEE MANAGEMENT SUBCOMMITTEE

• To provide final approval on selection procedures, competition readiness requirements and which international competitions will be attended by Team USA.
• Final approval of the disbursement of funds from the U.S. Figure Skating Athlete Support Program (ASUPP).
• To annually set goals for international athlete development and medals, and report on progress against those goals to the Board of Directors.

RESPONSIBILITIES OF THE INTERNATIONAL COACHES SUBCOMMITTEE

The coaches’ subcommittee is an input and insight group. They are responsible for providing input and feedback on how international assignments should be done to the discipline groups, and input to the High-Performance Department on issues related to development and coaching. They reach out to the coaching community for their insight / input.

• To identify, review and provide feedback on the markers that should be used to indicate an athlete’s placement along the zone/spectrum of High-Performance Development.
• Provide input and feedback on the number of competitions provided to different types of high-performance athletes along the way.
• To provide input to the International Committee on strategies for success in international competitions.
• To serve as a resource for each of the discipline subcommittees.
• Recognize coaching accomplishments in partnership with the PSA through annual awards with regards to coaches at the senior and international levels.

RESPONSIBILITIES OF THE FOUR DISCIPLINE SUBCOMMITTEES

The Dance, Pairs, Singles and Synchronized Skating International Subcommittees complete a similar statement or work for their respective subcommittee. Their mission includes: a) selecting athletes and teams to represent U.S. Figure Skating at international competitions that win the maximum number of medals in the current season. b) selecting athletes and teams to secure the maximum number of berths at ISU championship events and c) identifying the best qualified future prospects for achieving podium results at World Championships and Olympic Winter games and supporting them by strategically providing international experience.

• Approve criteria used to select international competitions to attend.
• Work with the International Committee Chair to prepare appropriate portions of the international strategy.
• Select the athletes and teams to compete in international competitions, in support of the international strategy and high-performance plan.
• Assignments for international competitions are focused on athlete needs; how the number of assignments fits where the athlete is along the development spectrum.
• Participate in in-person meetings at the U.S. Championships and U.S. Synchronized Skating Championships.
• Participate in conference / video calls where necessary to select athletes for competitions.
• Read the appropriate portions of the U.S. Figure Skating High Performance plan, as provided by the IC Chair and/or High-Performance Department.
• Follow the international calendar and participate in discussions surrounding international strategy.
• Attend additional events when asked by the International Committee Chair or High-Performance Department.
OVERVIEW

The International Officials Committee is responsible for overseeing all aspects of U.S. Figure Skating’s international officials pool with regards to training, promotion and removals, in addition to the selection of judges and team leaders to serve at international competitions.

The International Officials Committee, in partnership with the International Committee, contributes annually to the development of the International Strategy with respect to officials, and establishes a pool of officials to serve as athlete monitors.

Outline of the overall structure of the International Officials Committee

1. The chair is recommended by the Nominating Committee and appointed by the President. The chair then appoints the NVCs for each subcommittee listed below. (For 2019-20, the Nominating Committee recommended a chair for International Selections.)
2. The chair works with the VCs to fill each subcommittee, per the guidelines below.
3. There are not additional or at large members, all members are designated by the positions below.

<table>
<thead>
<tr>
<th>INTERNATIONAL SELECTIONS SUBCOMMITTEE</th>
<th>INTERNATIONAL OFFICIALS MANAGEMENT SUBCOMMITTEE</th>
</tr>
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<tbody>
<tr>
<td>NVC</td>
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</tr>
<tr>
<td>ISU Representative</td>
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</tr>
<tr>
<td>VC for Team Leaders</td>
<td>Domestic Officials Recruit. &amp; Mgmt. – Rep. Judges / Ref</td>
</tr>
<tr>
<td>ISU Official – Singles</td>
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<td>NVC – International Selections Subcommittee</td>
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<tr>
<td>Management Subcommittee</td>
<td>Athlete</td>
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<td>Athlete – Singles</td>
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<td>Athlete – Pairs</td>
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<td>Athlete – Dance</td>
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<td>Athlete – Synchronized Skating</td>
<td>Athlete</td>
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RESPONSIBILITIES OF THE CHAIR:

The chair leads the International Officials Committee by partnering with the ISU representative, High-Performance Department and International Committee chair to develop an annual International Strategy.

- Appoint the subcommittee national vice chairs*.
- Oversee the officials’ timeline within the international calendar, in collaboration with the International Committee and High-Performance Department.
- Develop the International Strategy for officials.
- Establish an international judge monitoring pool, including selection criteria, education and procedure.
- Oversee athlete evaluations of monitoring officials.
- Prepare a standardized report template for judges serving at international competitions to provide constructive feedback.
- Manage constructive reports from officials serving at international competitions on U.S. athletes, and coordinate with the High-Performance Department on receipt of the information.
- Support the NVCs in carrying out their duties.
- Ensure communication between Domestic Selections, International Selection and International Officials Management to ensure that officials are receiving the appropriate activity to advance or maintain appointments.
- Recommend former international officials who have resigned or retired for honorary designation.
- In partnership with Headquarters, prepare and manage the budgets for officials’ travel to international competitions and activities.
INTERNATIONAL OFFICIALS COMMITTEE (CONTINUED)

RESPONSIBILITIES OF THE INTERNATIONAL SELECTIONS SUBCOMMITTEE,
UNDER THE DIRECTION OF THE NVC

- Select judges and team leaders for all international competitions and ISU Championships in accordance with the regulations of the ISU and bylaws and rules of U.S. Figure Skating.
- Select judges for the Olympic Winter Games in accordance with the regulations of the ISU, the U.S. Olympic Committee (USOC) and bylaws and rules of U.S. Figure Skating.
- Select team managers for nomination to the Board of Directors and the USOC for entry into the Olympic Winter Games.
- Create procedures and criteria for the identification of and identify new team leaders as needed.

RESPONSIBILITIES OF THE INTERNATIONAL OFFICIALS MANAGEMENT SUBCOMMITTEE,
UNDER THE DIRECTION OF THE NVC

- Develop, maintain and review a long-range plan to determine the optimal number of international officials.
- Implement a long-range plan to get U.S. Figure Skating to the optimal number of international officials.
- Develop and maintain procedures and policies for how officials will be selected for nomination to the Board of Directors to test for an international appointment.
- Nominate officials to the Board of Directors for international judge, referee and technical panel appointments as appropriate;
- Nominate officials to the Board of Directors for approval to take the examination for ISU judge, referee and technical panel promotions.
- Develop and implement an annual process to review the performance of U.S. Figure Skating international officials, and address concerns as needed.
- Collaborate with the International Selections Subcommittee and the Domestic Officials Committee to ensure officials’ activity meets advancement goals and ISU requirements to maintain appointments;