



APPROVED BY LEARN TO SKATE USA

# Competition Manual



### **MISSION STATEMENT:**

**The purpose of the competition is to promote a FUN, introductory, competitive experience for all participants.**

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

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

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

The ideas presented in this manual are meant to assist you in designing and running your competition. Remember to keep the best interests of the skater in mind. Feel free to add additional events to enhance the success and enjoyment of your competition.

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

[info@learntoskateusa.com](mailto:info@learntoskateusa.com)

[memberservices@learntoskateusa.com](mailto:memberservices@learntoskateusa.com)

(877) 587-1400

## **RULES FOR CONDUCTING A COMPETE USA COMPETITION**

### **3110 Compete USA Competitions – Sanctions**

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

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

### **3120 Compete USA Competitions – Officials**

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

**3122** For Compete USA competitions, the member club or other organization sponsoring and conducting the competition shall approve all judges and officials. All persons serving as judges and officials shall be at least 16 years of age.

### **3130 Compete USA Competitions – Announcements**

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

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

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

**3134** Compete USA competitions may be:

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

### **3045 Entries**

At nonqualifying competitions, if only one eligible competitor/team enters an event, the competitor/team will be offered the option to skate an exhibition or, for pre-juvenile and lower singles events, compete in an equivalent event against skaters of the opposite gender. A. If said competitor chooses to skate an exhibition, judges will award their marks according to the rules and the applicable scoring system used, and the competitor/team will receive first place. B. If said competitor chooses to compete in an equivalent event against skaters of the opposite gender, the skater will be entered accordingly. C. If said competitor/team chooses not to skate, the entry fee will be refunded, and the event will be cancelled.

## ELIGIBILITY RULES FOR PARTICIPANTS

The competition is open to ALL skaters who are current eligible (ER 1.00) members of either Learn to Skate USA and those who are full members of U.S. Figure Skating. Members of other organizations are eligible to compete but must be registered with Learn to Skate USA or a member club. There will be no more than six competitors maximum in an event and all six should receive an award.

### Eligibility and Test Requirements:

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

For the **Pre-Free Skate, Free Skate 1-6, Excel, Well Balanced, and Adult levels** eligibility will be based only upon highest free skate test level passed. Moves in the Field test level will not determine skater's competitive level. Skaters may skate at highest level passed OR one level higher, but not both levels in the same event during the same competition. Skaters may not compete at more than one level in the same type event at the same competition.

It is very important to the success of the competition that skaters are placed in the correct divisions. If, for whatever reason, the Local Organizing Committee (LOC) discovers that a skater has been placed in a category that is below his/her class level, the chair and referee will have the option to move the skater into the proper division, even if this has to be done the day of the competition. This will ensure that every event is as fair as possible to the competitors. It is an ethical violation for coaches to sandbag an event.

## ELIGIBILITY RULES FOR COACHES/INSTRUCTORS

When hosting a Compete USA competition, it is important that you verify the compliance of each coach/instructor who plans to coach on-site at the event. You can verify the status of coaches/instructors by checking the lists on [www.usfigureskating.org](http://www.usfigureskating.org) by going to the Coaches page and clicking on the Information for Clubs. For Learn to Skate USA instructor verification, log in to the Management System, then Program Admin, Program Management and Instructor Compliance.

To be credentialed at a Compete USA event, individuals coaching are required to have:

- Learn to Skate USA Instructor membership OR U.S. Figure Skating full membership
- SafeSport training completed (for coaches/instructors 18 years old and older)
- Background check successfully passed (for coaches/instructors 18 years old and over)
- Learn to Skate USA Instructor Certification completed OR U.S. Figure Skating compliant coach (for coaches under 18 years old)

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

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

All officials and adult volunteers attending Compete USA events must also be SafeSport compliant.

## APPROVAL PROCEDURE FOR HOSTING A COMPETE USA COMPETITION

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

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

Appointed Regional Competition Approval Representatives:

Upper Great Lakes:	Kim Johnson	<a href="mailto:kimberly.r.johnson@att.net">kimberly.r.johnson@att.net</a>
Southwest:	Susi Wehrli McLaughlin	<a href="mailto:swehrli@usfigureskating.org">swehrli@usfigureskating.org</a>
Eastern Great Lakes:	Suzy Malloure	<a href="mailto:suzymalloure@gmail.com">suzymalloure@gmail.com</a>
New England:	Michael Masionis	<a href="mailto:IceXpo@aol.com">IceXpo@aol.com</a>
Northwest Pacific:	Patti Brinkley	<a href="mailto:pattyskate@gmail.com">pattyskate@gmail.com</a>
Central Pacific:	Katie Moose	<a href="mailto:sk8tiemoose@yahoo.com">sk8tiemoose@yahoo.com</a>
Southwest Pacific:	Mark Fitzgerald	<a href="mailto:m.fitzgerald@me.com">m.fitzgerald@me.com</a>
North Atlantic:	Michael Masionis	<a href="mailto:IceXpo@aol.com">IceXpo@aol.com</a>
South Atlantic:	Kent Johnson	<a href="mailto:sk8johnson@hotmail.com">sk8johnson@hotmail.com</a>

### **Steps for Approval- (To apply you must be a Learn to Skate USA Director or Assistant Director)**

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

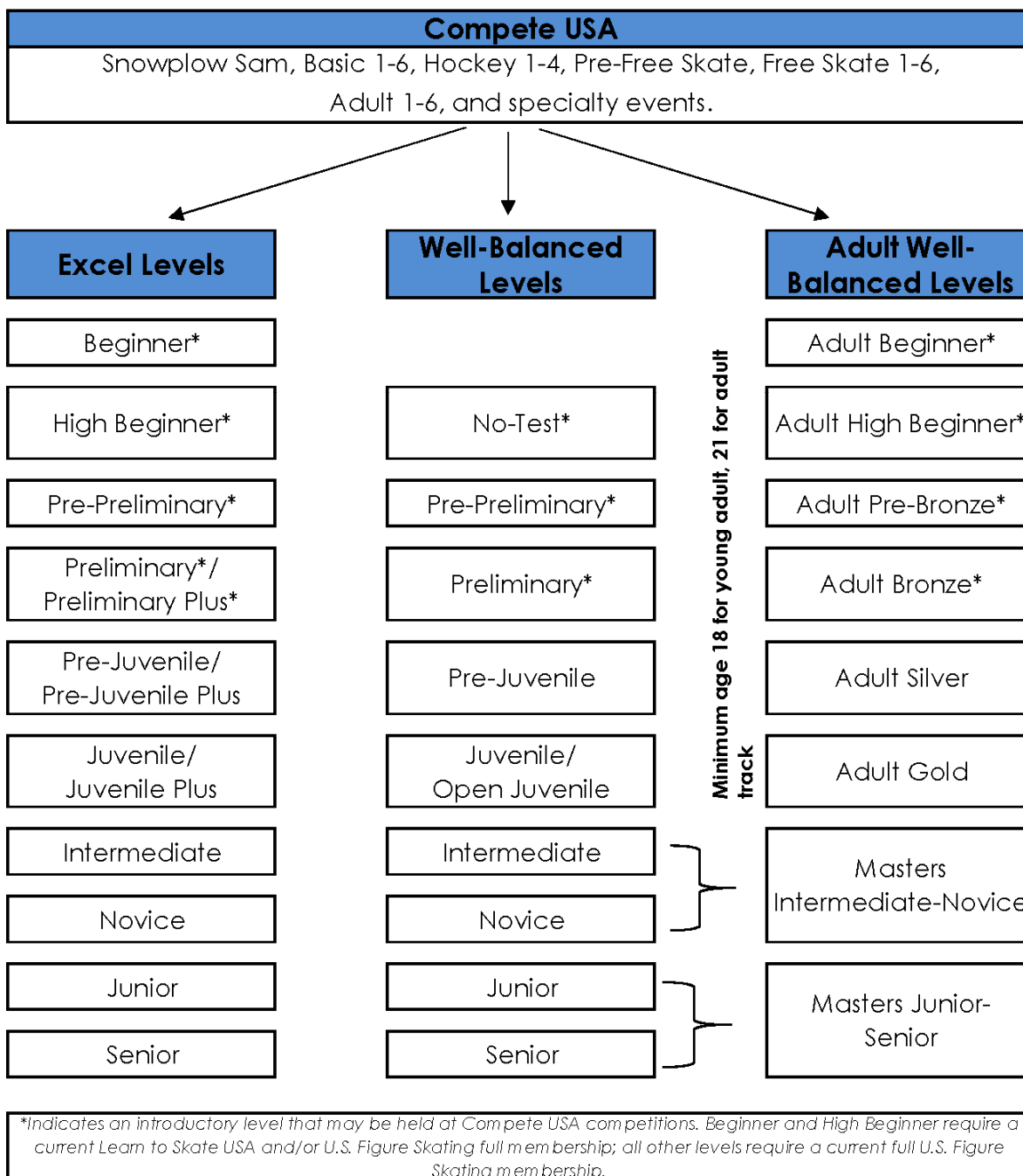
**If you have any questions about hosting a Compete USA competition, please contact Learn to Skate USA at [memberservices@learntoskateusa.com](mailto:memberservices@learntoskateusa.com)**





## COMPETITIVE PROGRESSION THROUGH THE LEVELS OF U.S. FIGURE SKATING

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



## SNOWPLOW SAM – BASIC 6 ELEMENTS

### Two format options for the Elements Event:

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

Level	Time	Skating rules/standards
Snowplow Sam	1:00 max.	<ul style="list-style-type: none"> <li>• March followed by a two-foot glide and dip</li> <li>• Forward two-foot swizzles, 2-3 in a row</li> <li>• Forward snowplow stop</li> <li>• Backward wiggles, 2-6 in a row</li> </ul>
Basic 1	1:00 max.	<ul style="list-style-type: none"> <li>• Forward two-foot glide and dip</li> <li>• Forward two-foot swizzles, 6-8 in a row</li> <li>• Beginning snowplow stop on two-feet or one-foot</li> <li>• Backward wiggles, 6-8 in a row</li> </ul>
Basic 2	1:00 max.	<ul style="list-style-type: none"> <li>• Forward one-foot glide (no variations), either foot</li> <li>• Scooter pushes, right and left foot, 2-3 each foot</li> <li>• Moving snowplow stop</li> <li>• Two-foot turn in place, forward to backward</li> <li>• Backward two-foot swizzles, 6-8 in a row</li> </ul>
Basic 3	1:00 max.	<ul style="list-style-type: none"> <li>• Beginning forward stroking showing correct use of blade</li> <li>• Forward ½ swizzle pumps on a circle, either clockwise or counterclockwise, 4-6 consecutive</li> <li>• Forward slalom</li> <li>• Moving forward to backward two-foot turn on a circle</li> <li>• Beginning backward one-foot glide, either foot</li> </ul>
Basic 4	1:00 max.	<ul style="list-style-type: none"> <li>• Forward outside edge on a circle, clockwise or counterclockwise</li> <li>• Forward crossovers, 4-6 consecutive, clockwise and counterclockwise</li> <li>• Backward ½ swizzle pumps on a circle, either clockwise or counterclockwise, 4-6 consecutive</li> <li>• Backward one-foot glides (no variations), right and left</li> <li>• Beginning two-foot spin, maximum 4 revolutions</li> </ul>
Basic 5	1:00 max.	<ul style="list-style-type: none"> <li>• Backward outside edge on a circle, clockwise or counterclockwise</li> <li>• Backward crossovers, 4-6 consecutive, clockwise and counterclockwise</li> <li>• Forward outside three-turn, right and left</li> <li>• Advanced two-foot spin, minimum 4 revolutions</li> <li>• Hockey stop</li> </ul>
Basic 6	1:00 max.	<ul style="list-style-type: none"> <li>• Forward inside three-turn, right and left</li> <li>• Bunny Hop</li> <li>• Basic forward spiral on a straight line (no variations), right or left</li> <li>• Beginning one-foot spin, maximum 3 revolutions, optional free leg held position and entry</li> <li>• T-stop, right or left</li> </ul>

## SNOWPLOW SAM – BASIC 6 PROGRAM WITH MUSIC

Format: The skating order of the required elements is optional. The elements are not restricted as to the number of times the element is executed or length of glides, number of revolutions, etc., unless otherwise specified.

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

Level	Time	Skating rules/standards
Snowplow Sam	1:10 max.	<ul style="list-style-type: none"> <li>• March followed by a two-foot glide and dip</li> <li>• Forward two-foot swizzles, 2-3 in a row</li> <li>• Forward snowplow stop</li> <li>• Backward wiggles, 2-6 in a row</li> </ul>
Basic 1	1:10 max.	<ul style="list-style-type: none"> <li>• Forward two-foot glide and dip</li> <li>• Forward two-foot swizzles, 6-8 in a row</li> <li>• Beginning snowplow stop on two-feet or one-foot</li> <li>• Backward wiggles, 6-8 in a row</li> </ul>
Basic 2	1:10 max.	<ul style="list-style-type: none"> <li>• Forward one-foot glide (no variations), either foot</li> <li>• Scooter pushes, right and left foot, 2-3 each foot</li> <li>• Moving snowplow stop</li> <li>• Two-foot turn in place, forward to backward</li> <li>• Backward two-foot swizzles, 6-8 in a row</li> </ul>
Basic 3	1:10 max.	<ul style="list-style-type: none"> <li>• Beginning forward stroking showing correct use of blade</li> <li>• Forward ½ swizzle pumps on a circle, either clockwise or counterclockwise, 4-6 consecutive</li> <li>• Forward slalom</li> <li>• Moving forward to backward two-foot turn on a circle</li> <li>• Beginning backward one-foot glide, either foot</li> </ul>
Basic 4	1:10 max.	<ul style="list-style-type: none"> <li>• Forward outside edge on a circle, clockwise or counterclockwise</li> <li>• Forward crossovers, 4-6 consecutive, clockwise and counterclockwise</li> <li>• Backward ½ swizzle pumps on a circle, either clockwise or counterclockwise, 4-6 consecutive</li> <li>• Backward one-foot glides (no variations), right and left</li> <li>• Beginning two-foot spin, maximum 4 revolutions</li> </ul>
Basic 5	1:10 max.	<ul style="list-style-type: none"> <li>• Backward outside edge on a circle, clockwise or counterclockwise</li> <li>• Backward crossovers, 4-6 consecutive, clockwise and counterclockwise</li> <li>• Forward outside three-turn, right and left</li> <li>• Advanced two-foot spin, minimum 4 revolutions</li> <li>• Hockey stop</li> </ul>
Basic 6	1:10 max.	<ul style="list-style-type: none"> <li>• Forward inside three-turn, right and left</li> <li>• Bunny Hop</li> <li>• Basic forward spiral on a straight line (no variations), right or left</li> <li>• Beginning one-foot spin, maximum 3 revolutions, optional entry and free leg position</li> <li>• T-stop, right or left</li> </ul>



## PRE-FREE SKATE – FREE SKATE 1-6 COMPULSORY

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

- To be skated on ¾ ice.
- No music
- The skater must demonstrate the required elements listed
- **Bonus skills from the same level or below are allowed but will not be judged elements.**
- A 0.2 deduction will be taken for each element performed from a higher level.
- Time: 1:15 maximum

Level	Time	Skating rules/standards
Pre-Free Skate	1:15 max.	<ul style="list-style-type: none"> <li>• Forward inside open Mohawk from a standstill position (R to L and L to R)</li> <li>• Two forward crossovers into a forward inside Mohawk, step down and cross behind, step into one backward crossover and step to a forward inside edge, clockwise and counterclockwise</li> <li>• Basic one-foot upright spin, optional entry and free-foot position - minimum 3 revolutions</li> <li>• Mazurka</li> <li>• Waltz jump</li> </ul>
Free Skate 1	1:15 max.	<ul style="list-style-type: none"> <li>• Forward stroking, 4-6 consecutive powerful strokes</li> <li>• Backward outside three-turns, right and left</li> <li>• One-foot upright spin, entry from backward crossovers, with free foot in crossed leg position (scratch spin) - minimum 4 revolutions</li> <li>• Toe loop</li> <li>• Half flip jump</li> </ul>
Free Skate 2	1:15 max.	<ul style="list-style-type: none"> <li>• Alternating forward outside spiral (right and left) and forward inside spiral (right and left) on a continuous axis</li> <li>• Backward inside three-turns, right and left</li> <li>• Beginning back spin- maximum 2 revolutions</li> <li>• Half Lutz</li> <li>• Salchow jump</li> </ul>
Free Skate 3	1:15 max.	<ul style="list-style-type: none"> <li>• Alternating Mohawk/crossover sequence, right to left and left to right</li> <li>• Waltz three-turns, 2 sets clockwise and 2 sets counterclockwise</li> <li>• Advanced back spin with free foot in crossed leg position- minimum 3 revolutions</li> <li>• Loop jump</li> <li>• Waltz jump/toe loop or Salchow/toe loop jump combination</li> </ul>
Free Skate 4	1:15 max.	<ul style="list-style-type: none"> <li>• Forward power 3's, 2-3 consecutive sets, right or left</li> <li>• Sit spin - minimum 3 revolutions</li> <li>• Half loop jump</li> <li>• Flip jump</li> </ul>
Free Skate 5	1:15 max.	<ul style="list-style-type: none"> <li>• Backward outside three-turn, Mohawk (backward power three-turn), both directions</li> <li>• Camel spin - minimum 3 revolutions</li> <li>• Waltz jump-loop jump combination</li> <li>• Lutz jump</li> </ul>
Free Skate 6	1:15 max.	<ul style="list-style-type: none"> <li>• Forward power pulls, minimum 3 on each foot</li> <li>• Camel, sit spin combination - minimum of 4 revolutions total</li> <li>• Waltz jump, ½ loop, Salchow jump sequence</li> <li>• Beginning Axel jump</li> </ul>

## PRE-FREE SKATE – FREE SKATE 1-6 PROGRAM WITH MUSIC

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

- To be skated on full ice.
- The skater must demonstrate the required elements and may use but is not required to use any additional elements from previous levels.
- **Bonus skills from the same level or below are allowed but will not be judged elements.**
- A 0.2 deduction will be taken for each element performed from a higher level.
- Time 1:40 max.

Level	Time	Skating rules/standards
Pre-Free Skate	1:40 max.	<ul style="list-style-type: none"> <li>• Two forward crossovers into a forward inside Mohawk, step down and cross behind, step into one backward crossover and step to a forward inside edge, clockwise and counterclockwise</li> <li>• Basic one-foot upright spin, optional entry and free-foot position- minimum 3 revolutions</li> <li>• Mazurka</li> <li>• Waltz jump</li> <li>• <i>NOT ALLOWED -Waltz jump, side toe hop, waltz jump</i></li> </ul>
Free Skate 1	1:40 max.	<ul style="list-style-type: none"> <li>• Forward stroking, 4-6 consecutive powerful strokes</li> <li>• One-foot upright spin, entry from backward crossovers, with free foot in crossed leg position (scratch spin) - minimum 4 revolutions</li> <li>• Toe loop jump</li> <li>• Half flip jump</li> <li>• <i>NOT ALLOWED – Waltz jump/toe loop combination</i></li> </ul>
Free Skate 2	1:40 max.	<ul style="list-style-type: none"> <li>• Alternating forward outside spiral (right and left) and forward inside spiral (right and left) on a continuous axis</li> <li>• Beginning back spin- maximum 2 revolutions</li> <li>• Half Lutz</li> <li>• Salchow jump</li> <li>• <i>NOT ALLOWED – Salchow/toe loop combination</i></li> </ul>
Free Skate 3	1:40 max.	<ul style="list-style-type: none"> <li>• Alternating Mohawk/crossover sequence, right to left and left to right</li> <li>• Advanced back spin with free foot in crossed leg position, minimum 3 revolutions</li> <li>• Loop jump</li> <li>• Waltz jump/toe loop or Salchow/toe loop jump combination</li> <li>• <i>NOT ALLOWED – Waltz/loop combination</i></li> </ul>
Free Skate 4	1:40 max.	<ul style="list-style-type: none"> <li>• Forward power 3's, 2-3 consecutive sets, right or left</li> <li>• Sit spin – minimum 3 revolutions</li> <li>• Half Loop jump</li> <li>• Flip jump</li> <li>• <i>NOT ALLOWED – Waltz/half-loop/Salchow sequence</i></li> </ul>
Free Skate 5	1:40 max.	<ul style="list-style-type: none"> <li>• Backward outside three-turn, Mohawk (backward power three-turn), both directions</li> <li>• Camel spin – minimum 3 revolutions</li> <li>• Waltz-loop jump combination</li> <li>• Lutz jump</li> </ul>
Free Skate 6	1:40 max.	<ul style="list-style-type: none"> <li>• Creative step sequence using a variety of three turns, Mohawks and toe steps</li> <li>• Camel, sit spin combination - minimum of 4 revolutions total</li> <li>• Waltz jump/ half-loop/Salchow jump sequence</li> <li>• Beginning Axel jump</li> </ul>

## EXCEL COMPULSORY

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

- To be skated on ½ ice.
- No music
- The skater must demonstrate the required elements listed
- A 0.2 deduction will be taken for each element performed from a higher level.
- Time: 1:15 maximum
- *Skaters may have the option to skate one level higher in compulsories than free skate program.*

Level	Time	Skating rules/standards
Excel Beginner	1:15 max.	<ul style="list-style-type: none"> <li>• Toe loop jump</li> <li>• Salchow jump</li> <li>• One-foot upright spin - minimum 3 revolutions</li> <li>• Choreographic step sequence</li> </ul>
Excel High Beginner	1:15 max.	<ul style="list-style-type: none"> <li>• Loop jump</li> <li>• Salchow/toe loop combination</li> <li>• Sit spin - minimum 3 revolutions</li> <li>• Choreographic step sequence</li> </ul>
Excel Pre-Preliminary	1:15 max.	<ul style="list-style-type: none"> <li>• Flip jump</li> <li>• Loop/loop jump combination</li> <li>• Upright spin with change of foot – minimum 3 revolutions on each foot</li> <li>• Choreographic step sequence</li> </ul>
Excel Preliminary	1:15 max.	<ul style="list-style-type: none"> <li>• Lutz jump</li> <li>• Flip/loop jump combination</li> <li>• Camel, sit combination spin – minimum 6 revolutions total</li> <li>• Choreographic step sequence</li> </ul>

## WELL BALANCED LEVELS COMPULSORY

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

- To be skated on ½ ice.
- No music
- The skater must demonstrate the required elements listed
- A 0.2 deduction will be taken for each element performed from a higher level.
- Time: 1:15 maximum
- *Skaters may have the option to skate one level higher in compulsories than free skate program.*

Level	Time	Skating rules/standards
No-Test	1:15 max.	<ul style="list-style-type: none"> <li>• Loop jump</li> <li>• Jump combination to include a toe loop (may not use a loop or Axel)</li> <li>• Upright spin with change of foot – minimum 3 revolutions on each foot</li> <li>• Choreographic step sequence</li> </ul>
Pre-Preliminary	1:15 max.	<ul style="list-style-type: none"> <li>• Lutz jump</li> <li>• Jump combination: single/single (no Axel)</li> <li>• Spin with one change of position and no change of foot – minimum 6 revolutions total</li> <li>• Choreographic step sequence</li> </ul>
Preliminary	1:15 max.	<ul style="list-style-type: none"> <li>• Axel jump</li> <li>• Jump combination: single/single (may include Axel)</li> <li>• Spin with one change of foot and one change of position – minimum 3 revolutions on each foot</li> <li>• Choreographic step sequence</li> </ul>

## EXCEL FREE SKATE

General event parameters:

- Skaters may not enter both a Well-Balanced Free Skate event and an Excel Free Skate event at the same competition.
- Skaters will skate to the music of their choice.
- Level will be determined by the highest Free Skate test passed. Skaters may compete at the highest level they have passed, or skate up one level higher.

<b>Excel Beginner Free Skate</b> 1:40 Max.  <u>Must not</u> have passed higher than Learn to Skate USA Free Skate 2	<b>Maximum 4 jump elements:</b> <ul style="list-style-type: none"> <li>• Jumps with no more than one-half rotation (front to back or back to front)</li> <li>• Single rotation jumps: Salchow, toe loop only</li> <li>• Half Loops are not allowed.</li> <li>• Maximum 2 jump combinations or sequences</li> <li>• Maximum 2 of any same jump</li> </ul>	<b>Maximum 2 spins:</b> <ul style="list-style-type: none"> <li>• Two upright spins</li> <li>• No change of foot</li> <li>• No flying entry</li> <li>• Minimum 3 revolutions</li> </ul>	<b>Maximum 1 Sequence:</b> Choreographic Step Sequence* (ChSt) <ul style="list-style-type: none"> <li>• Must use one-half of the ice surface</li> <li>• Moves in the field and spiral sequences are allowed but will not be counted as elements</li> <li>• Jumps may be included in the step sequence</li> </ul>
<b>Excel High Beginner Free Skate</b> 1:40 Max.  <u>Must not</u> have passed higher than Learn to Skate USA Free Skate 4	<b>Maximum 5 jump elements:</b> <ul style="list-style-type: none"> <li>• Jumps with no more than one-half rotation (front to back or back to front)</li> <li>• Single rotation jumps: toe loop, Salchow, half-loop, loop</li> <li>• Flip, Lutz, &amp; Axel NOT permitted</li> <li>• Maximum 2 jump combinations or sequences</li> <li>• Maximum 2 of any same jump</li> </ul>	<b>Maximum 2 spins:</b> <ul style="list-style-type: none"> <li>• Both spins must be in a single position</li> <li>• No flying entry</li> <li>• Permitted forward spins: upright, sit, camel</li> <li>• Permitted back spins: upright</li> <li>• Minimum 3 revolutions</li> <li>• Spins must be of a different character</li> </ul>	<b>Maximum 1 Sequence:</b> Choreographic Step Sequence* (ChSt) <ul style="list-style-type: none"> <li>• Must use one-half of the ice surface</li> <li>• Moves in the field and spiral sequences are allowed but will not be counted as elements</li> <li>• Jumps may be included in the step sequence</li> </ul>
<b>Excel Pre-Preliminary</b> 1:40 Max.  <u>Must not</u> have passed higher than U.S. Figure Skating Pre-preliminary free skate test  *means required element  Full U.S. Figure Skating membership required	<b>Maximum 5 jump elements:</b> <ul style="list-style-type: none"> <li>• All single jumps allowed, except for the Axel</li> <li>• No single Axels, double, or higher jumps allowed</li> <li>• Number of single jumps (except single Axel) is not limited provided the maximum number of jump elements allowed is not exceeded</li> <li>• Maximum 2 jump combinations or jump sequences</li> <li>• Jump combinations limited to 2 jumps. One 3-jump combination is allowed</li> <li>• Jump sequences are limited to a maximum of 3 single jumps</li> </ul>	<b>Maximum 2 spins:</b> <ul style="list-style-type: none"> <li>• One spin must be in a single position*</li> <li>• One spin may change feet and/or position</li> <li>• No flying entry</li> <li>• Minimum 3 revolutions</li> <li>• Spins must be of a different character</li> </ul>	<b>Maximum 1 Sequence:</b> Choreographic Step Sequence* (ChSt) <ul style="list-style-type: none"> <li>• Must use one-half of the ice surface</li> <li>• Moves in the field and spiral sequences are allowed but will not be counted as elements</li> <li>• Jumps may be included in the step sequence</li> </ul>
<b>Excel Preliminary</b> 1:30 +/- 10 sec.  <u>Must not</u> have passed higher than U.S. Figure Skating Preliminary free skate test  *means required element  Full U.S. Figure Skating membership required	<b>Maximum 5 jump elements:</b> <ul style="list-style-type: none"> <li>• All single jumps allowed, except for the Axel</li> <li>• No single Axels, double, or higher jumps allowed</li> <li>• Number of single jumps (except single Axel) is not limited provided the maximum number of jump elements allowed is not exceeded</li> <li>• Maximum 2 jump combinations or jump sequences</li> <li>• Jump combinations limited to 2 jumps. One 3-jump combination is allowed</li> <li>• Jump sequences are limited to a maximum of 3 single jumps</li> </ul>	<b>Maximum 2 spins:</b> <ul style="list-style-type: none"> <li>• One spin must be in a single position*</li> <li>• One spin may change feet and/or position</li> <li>• No flying entry</li> <li>• Minimum 3 revolutions</li> <li>• Spins must be of a different character</li> </ul>	<b>Maximum 1 Sequence:</b> Choreographic Step Sequence* (ChSt) <ul style="list-style-type: none"> <li>• Must use one-half of the ice surface</li> <li>• Moves in the field and spiral sequences are allowed but will not be counted as elements</li> <li>• Jumps may be included in the step sequence</li> </ul>

<p><b>Excel Preliminary Plus</b> 1:30 +/- 10 sec.</p> <p><u>Must not</u> have passed higher than U.S. Figure Skating preliminary free skate test</p> <p>*means required element</p> <p>Full U.S. Figure Skating membership required</p>	<p><b>Maximum 5 jump elements:</b></p> <ul style="list-style-type: none"> <li>• All single jumps allowed, including single Axel</li> <li>• No double, or higher jumps allowed</li> <li>• Single Axel may be repeated once (but not more) as a solo jump or part of a jump sequence or jump combination (maximum 2 single Axels)</li> <li>• Number of remaining single jumps is not limited provided the maximum number of jump elements allowed is not exceeded</li> <li>• Maximum 2 jump combinations or jump sequences</li> <li>• All single jumps, including the single Axel are allowed as part of a jump combination or sequence (no double jumps)</li> <li>• Jump combinations limited to 2 jumps. One 3-jump combination is allowed</li> <li>• Jump sequences limited to a maximum of 3 single jumps</li> </ul>	<p><b>Maximum 2 spins:</b></p> <ul style="list-style-type: none"> <li>• One spin must be in a single position*</li> <li>• One spin may change feet and/or position</li> <li>• No flying entry</li> <li>• Minimum 3 revolutions</li> <li>• Spins must be of a different character</li> </ul>	<p><b>Maximum 1 Sequence:</b> Choreographic Step Sequence* (ChSt)</p> <ul style="list-style-type: none"> <li>• Must use one-half of the ice surface</li> <li>• Moves in the field and spiral sequences are allowed but will not be counted as elements</li> <li>• Jumps may be included in the step sequence</li> </ul>
---	--	---	---



## WELL BALANCED FREE SKATE PROGRAM

General event parameters:

- Skaters may not enter both a Well Balanced Free Skate event and an Excel Free Skate event at the same competition.
- Skaters will skate to the music of their choice.
- Level will be determined by the highest free skate test passed. Skaters may compete at the highest level they have passed, or skate up one level higher.

Level	Time	Jumps	Spins	Step Sequences
No-Test	1:40 Max.	<b>Max 5 Jump Elements</b> <ul style="list-style-type: none"> <li>• All single jumps allowed except for the single Axel <ul style="list-style-type: none"> <li>○ No single Axels, double, triple or quadruple jumps allowed</li> <li>○ Number of single jumps (except single Axels) is not limited provided the maximum number of jump elements allowed is not exceeded</li> </ul> </li> <li>• Max 2 jump combinations or jump sequences <ul style="list-style-type: none"> <li>○ Jump combinations limited to 2 jumps except that one 3-jump combination with a maximum of 3 single jumps is allowed</li> </ul> </li> </ul> <p>Jump sequences limited to a maximum of 3 single jumps</p>	<b>Max 2 Spins</b> <ul style="list-style-type: none"> <li>• Spins may change feet and/or position</li> <li>• Spins may start with a flying entry</li> <li>• Min 3 revs.</li> </ul> <p>These spins must be of a different character (For definition see U.S. Figure Skating rule 4103 (E))</p>	<b>Max 1 Sequence</b> <ul style="list-style-type: none"> <li>• Step Sequence <ul style="list-style-type: none"> <li>○ Must use one-half the ice surface</li> <li>○ Moves in the field and spiral sequences are allowed but will not be counted as elements</li> <li>○ Jumps may be included in the step sequence</li> </ul> </li> </ul>
Pre-Preliminary	1:40 Max.	<b>Max 5 Jump Elements</b> <ul style="list-style-type: none"> <li>• All single jumps, including the single Axel, allowed <ul style="list-style-type: none"> <li>○ No double, triple or quadruple jumps allowed</li> <li>○ Axel may be repeated once as a solo jump or part of a jump sequence or jump combination (maximum of 2 single Axels)</li> <li>○ Number of single jumps is not limited provided the maximum number of jump elements allowed is not exceeded</li> </ul> </li> <li>• Max 2 jump combinations or jump sequences <ul style="list-style-type: none"> <li>○ Jump combinations limited to 2 jumps except that one 3-jump combination with a maximum of 3 single jumps is allowed <ul style="list-style-type: none"> <li>• Jump sequences limited to a maximum of 3 single jumps</li> </ul> </li> </ul> </li> </ul>	<b>Max 2 Spins</b> <ul style="list-style-type: none"> <li>• Spins may change feet and/or position</li> <li>• Spins may start with a flying entry</li> <li>• Min 3 revs.</li> </ul> <p>These spins must be of a different character (For definition see U.S. Figure Skating rule 4103 (E))</p>	<b>Max 1 Sequence</b> <ul style="list-style-type: none"> <li>• Step Sequence <ul style="list-style-type: none"> <li>○ Must use one-half the ice surface</li> <li>○ Moves in the field and spiral sequences are allowed but will not be counted as elements</li> <li>○ Jumps may be included in the step sequence</li> </ul> </li> </ul>
Preliminary	1:40 Max.	<b>Max 5 Jump Elements</b> <ul style="list-style-type: none"> <li>• 1 must be an Axel-type jump or a waltz jump*</li> <li>• All single jumps, including the single Axel, allowed. Only 2 different double jumps may be attempted (limited to double Salchow, double toe loop and double loop) <ul style="list-style-type: none"> <li>○ Double flip, double Lutz, double Axel, triple and quadruple jumps not allowed</li> <li>○ An Axel plus up to two different, allowable double jumps may be repeated once (but not more) as solo jumps or part of a jump sequence or jump combination</li> <li>○ Number of single jumps is not limited provided the maximum number of jump elements allowed is not exceeded</li> </ul> </li> <li>• Max 2 jump combinations or sequences <ul style="list-style-type: none"> <li>○ Jump combinations limited to 2 jumps except that one three jump combination with a maximum of 2 double jumps and 1 single jump is allowed <ul style="list-style-type: none"> <li>• Jump sequences limited to a maximum of 3 single or double jumps</li> </ul> </li> </ul> </li> </ul>	<b>Max 2 Spins</b> <ul style="list-style-type: none"> <li>• Spins may change feet and/or position</li> <li>• Spins may start with a flying entry</li> <li>• Min 3 revs.</li> </ul> <p>These spins must be of a different character (For definition see U.S. Figure Skating rule 4103 (E))</p>	<b>Max 1 Sequence</b> <ul style="list-style-type: none"> <li>• Step Sequence <ul style="list-style-type: none"> <li>○ Must use one-half the ice surface</li> <li>○ Moves in the field and spiral sequences are allowed but will not be counted as elements</li> <li>○ Jumps may be included in the step sequence</li> </ul> </li> </ul>

## ADULT 1-6, BEGINNER-BRONZE COMPULSORY

- The skating order of the elements is optional. Element may only be attempted once.
- To be skated in simple program format with limited connecting steps, ½ ice.
- A 0.2 deduction will be taken for each element MISSING, REPEATED or from a higher level

Level	Time	Elements
Adult 1	1:30 Max.	<ul style="list-style-type: none"> <li>• Forward Marching</li> <li>• Forward two-foot glide</li> <li>• Forward swizzle (4-6 in a row)</li> <li>• Forward snowplow stop – two feet or one foot</li> </ul>
Adult 2	1:30 Max.	<ul style="list-style-type: none"> <li>• Forward skating across the width of the ice</li> <li>• Forward one-foot glides</li> <li>• Forward slalom</li> <li>• Backward skating</li> <li>• Backward swizzles, 4-6 in a row</li> </ul>
Adult 3	1:30 Max.	<ul style="list-style-type: none"> <li>• Forward stroking using the blade properly</li> <li>• Forward half-swizzle pumps on the circle, 6 to 8 in a row, clockwise and counterclockwise</li> <li>• Forward chasses on a circle, clockwise and counterclockwise</li> <li>• Backward skating to a long two-foot glide</li> <li>• Backward snowplow stop, Right and Left</li> </ul>
Adult 4	1:30 Max.	<ul style="list-style-type: none"> <li>• Forward outside edge on a circle, right and left</li> <li>• Forward inside edge on a circle, right and left</li> <li>• Forward crossovers, clockwise and counterclockwise</li> <li>• Hockey stop, both directions</li> <li>• Backward one-foot glides, right and left</li> </ul>
Adult 5	1:30 Max.	<ul style="list-style-type: none"> <li>• Backward outside edge and backward inside edge on a circle, right and left</li> <li>• Backward crossovers, clockwise and counterclockwise</li> <li>• Forward outside three-turn, right and left</li> <li>• Beginning two-foot spin (min 2 revs)</li> </ul>
Adult 6	1:30 Max.	<ul style="list-style-type: none"> <li>• Forward stroking with crossover end patterns</li> <li>• Backward stroking with crossover end patterns</li> <li>• Forward inside three-turn, right and left</li> <li>• T-stop</li> <li>• Lunge</li> <li>• Two-foot spin into one-foot spin (min 2 revs on 1 foot)</li> </ul>
Adult Beginner	1:30 Max.	<ul style="list-style-type: none"> <li>• Bunny hop</li> <li>• Mazurka</li> <li>• Forward beginning one-foot spin from backward crossovers (min 2 revs)</li> <li>• Forward moving inside open Mohawk (right and left) – heel to instep</li> <li>• Alternating right and left forward outside and inside edges across the width of the ice (one outside edge, right and left, one inside edge, right and left)</li> </ul>
Adult High Beginner	1:30 Max.	<ul style="list-style-type: none"> <li>• Waltz Jump</li> <li>• ½ Flip</li> <li>• Forward upright spin – minimum 3 revolutions</li> <li>• Backward outside three- turn, right and left</li> <li>• Alternating right and left backward outside and inside edges across the width of the ice (one outside edge, right and left, one inside edge, right and left)</li> </ul>
Adult Pre-Bronze	1:30 Max.	<ul style="list-style-type: none"> <li>• Toe loop jump</li> <li>• Jump combination or sequence consisting of only ½ revolution jumps (half loop is considered a full revolution jump) – maximum of 2 jumps in combination and 3 jumps in a sequence</li> <li>• Forward upright spin - minimum 3 revolutions</li> <li>• Two forward crossovers into a forward inside Mohawk, step down, cross behind, step into one backward crossover and step to a forward inside edge, clockwise and counterclockwise</li> <li>• Forward spiral (any edge)</li> </ul>
Adult Bronze	1:30 Max.	<ul style="list-style-type: none"> <li>• Salchow jump</li> <li>• Waltz jump – toe loop combination jump</li> <li>• Backward Upright Spin – entry optional (Min. 3 revolutions)</li> <li>• Backward inside three-turn, right and left</li> <li>• Spiral sequence (Minimum 2 spirals)- must change edge or foot</li> </ul>

## ADULT 1-6 FREE SKATE WITH MUSIC

General event parameters:

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

Level	Time	Elements
Adult 1	1:40 Max	<ul style="list-style-type: none"> <li>• Forward Marching</li> <li>• Forward two-foot glide</li> <li>• Forward swizzle (4-6 in a row)</li> <li>• Forward snowplow stop – two feet or one foot</li> </ul>
Adult 2	1:40 Max	<ul style="list-style-type: none"> <li>• Forward skating across the width of the ice</li> <li>• Forward one-foot glides</li> <li>• Forward slalom</li> <li>• Backward skating</li> <li>• Backward swizzles, 4-6 in a row</li> </ul>
Adult 3	1:40 Max	<ul style="list-style-type: none"> <li>• Forward stroking using the blade properly</li> <li>• Forward half-swizzle pumps on the circle, 6 to 8 in a row, clockwise and counterclockwise</li> <li>• Backward skating to a long two-foot glide</li> <li>• Forward chasses on a circle, clockwise and counterclockwise</li> <li>• Backward snowplow stop, Right and Left</li> </ul>
Adult 4	1:40 Max	<ul style="list-style-type: none"> <li>• Forward outside edge on a circle, right and left</li> <li>• Forward inside edge on a circle, right and left</li> <li>• Forward crossovers, clockwise and counterclockwise</li> <li>• Backward one-foot glides, right and left</li> <li>• Hockey stop, both directions</li> </ul>
Adult 5	1:40 Max	<ul style="list-style-type: none"> <li>• Backward outside edge on a circle, right and left</li> <li>• Backward inside edge on a circle, right and left</li> <li>• Backward crossovers, clockwise and counterclockwise</li> <li>• Forward outside three-turn, right and left</li> <li>• Beginning two-foot spin</li> </ul>
Adult 6	1:40 Max	<ul style="list-style-type: none"> <li>• Forward stroking with crossover end patterns</li> <li>• Backward stroking with crossover end patterns</li> <li>• Forward inside three-turn, right and left</li> <li>• T-stop</li> <li>• Lunge</li> <li>• Two-foot spin into one-foot spin (min 2 revs on 1 foot)</li> </ul>

## ADULT BEGINNER – BRONZE FREE SKATE PROGRAM WITH MUSIC

### General event parameters:

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

Level	Jumps	Spins	Step Sequences	Qualifications
Adult Beginner  1:40 Maximum	Max. 4 jump elements <ul style="list-style-type: none"> <li>• Jumps limited to bunny hop, mazurka, ballet and Waltz jump</li> <li>• Max 1 combination or sequence consisting of only the allowed listed jumps</li> <li>• Max. 2 of any same jump</li> </ul>	Max. 2 spins <ul style="list-style-type: none"> <li>• Two forward upright spins, no change of foot, no flying entry (Min. 3 revolutions)</li> </ul>	Connecting moves and steps should be demonstrated throughout the program	Skaters may not have passed tests higher than U.S. Figure Skating Learn to Skate USA Free Skate 1
Adult High Beginner  1:40 Maximum	Max 4 jump elements: <ul style="list-style-type: none"> <li>• Jumps limited to bunny hop, mazurka, ballet, stag, split, waltz, ½ flip, ½ Lutz</li> <li>• Max 1 combination or sequence consisting of only the allowed listed jumps</li> <li>• Max. 2 of any same type jump.</li> </ul>	Max 2 spins: <ul style="list-style-type: none"> <li>• Two upright spins, change of foot optional, no flying entry (Min. 3 revolutions)</li> </ul>	Connecting moves and steps should be demonstrated throughout the program	Skaters may not have passed any U.S. Figure Skating Free Skate tests
Adult Pre-Bronze  1:40 Maximum	Max 4 Jump Elements: <ul style="list-style-type: none"> <li>• Jump combinations and sequences are optional, but no more than 2 combinations or sequences may be included</li> <li>• 1 jump combination/sequence may consist of three jumps, and the other may have only two jumps.</li> <li>• Each jump may be repeated only once and only as part of a combination or sequence (maximum of 2 of any jump)</li> <li>• Only single and half-revolution jumps are allowed</li> <li>• No single Lutz, single Axel or double jumps are allowed</li> </ul>	Max 2 Spins: <ul style="list-style-type: none"> <li>• Max Level 1</li> <li>• Spins must be of different character (for definition, see U.S. Figure Skating rule 4103 E)</li> </ul>	Connecting steps throughout the program are required	Skaters may not have passed tests higher than U.S. Figure Skating Adult Pre-Bronze or Pre-Preliminary Free Skate
Adult Bronze  1:50 maximum	Max 4 Jump Elements: <ul style="list-style-type: none"> <li>• Max 2 combinations or sequences;</li> <li>• 1 combination/sequence may consist of three jumps, and the other may have only two jumps</li> <li>• Each jump may be repeated only once, and only as part of a combination or sequence (maximum of 2 of any jump)</li> <li>• All single jumps are permitted (except single Axel)</li> <li>• No single Axel, double or triple jumps are permitted</li> </ul>	Max 2 Spins: <ul style="list-style-type: none"> <li>• Max Level 1</li> <li>• Spins must be of different character (for definition, see U.S. Figure Skating rule 4103 (E))</li> <li>• Min 3 revs total if no change of foot</li> <li>• Min 3 revs each foot if change of foot</li> <li>• Min 2 revs in each position</li> <li>• No flying spins are permitted</li> </ul>	Max 1 Sequence: <ul style="list-style-type: none"> <li>• Choreographic Step Sequence</li> </ul> <p>Must use at least ½ ice surface</p> <p>May include Moves in the Field and spirals</p>	Skaters may not have passed tests higher than U.S. Figure Skating Adult Bronze or Preliminary Free Skate

## HOCKEY EVENTS – HOCKEY 1-4 ELEMENTS AND SKILLS CHALLENGE

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

**Hockey 1-4 Elements:** Each skater will perform each element when directed by a judge or referee. The following elements have been chosen for the skaters to perform. Format choice: All skaters perform first element before moving on to the next and so on **OR** each skater performs all of the required elements before moving on to the next skater.

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

<b>Hockey 1</b> <ul style="list-style-type: none"> <li>• Proper basic hockey stance, forward and backward</li> <li>• March forward across the ice, 8-10 steps</li> <li>• Two-foot glides and dips from forward marching</li> <li>• Forward swizzles / double C-cuts (4-6 in a row)</li> <li>• Stationary Snowplow Stop</li> </ul>	<b>Hockey 3</b> <ul style="list-style-type: none"> <li>• Forward C-cuts (1/2 swizzle pumps) on a circle, both directions</li> <li>• Forward outside edges on half circles, alternating feet on the axis</li> <li>• Forward inside edges on half circles, alternating feet on the axis</li> <li>• Backward C-Cuts on a circle, both directions</li> <li>• Backward snowplow stops, one foot and two feet V-stop</li> </ul>
<b>Hockey 2</b> <ul style="list-style-type: none"> <li>• Forward strides using 45 degree V-Push, focus on good recovery and alternating arm drive</li> <li>• Forward C-cuts: single leg and alternating feet in a straight line</li> <li>• Backward hustle or march, then glide on two feet</li> <li>• Backward swizzles / double C-cuts (4 – 6)</li> <li>• Two-foot moving Snowplow stop</li> </ul>	<b>Hockey 4</b> <ul style="list-style-type: none"> <li>• Quick starts using forward V-Start</li> <li>• Backward one-foot glide, right and left</li> <li>• Forward crossovers on a circle, clockwise and counterclockwise</li> <li>• Backward crossovers on a circle, clockwise and counterclockwise</li> <li>• Hockey stops (to right and left, with speed)</li> </ul>

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

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



## SHOWCASE EVENTS

Showcase events are open to skaters in Basic, Free Skate, Limited Beginner through Preliminary and Adult Bronze. Groups will be divided by number of entries and ages if possible. Skaters must enter at the same level as their free skate event or highest test level of skater's in the group ensemble or production number. If a free skate event is not being entered, skaters must enter at their current test level or one level higher. Vocal music is permitted.

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

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

6.0 Judging will be used. Deductions will be made for skaters including technical elements not permitted in the event description.

\* For specific guidelines regarding the conduct of Showcase competitions, refer to the Nonqualifying Showcase Guidelines posted on [www.usfigureskating.org](http://www.usfigureskating.org).

Showcase categories may include:

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

## SHOWCASE EVENTS

LEVEL	ELEMENTS	QUALIFICATIONS	PROGRAM LENGTH
Basic 1-6	Elements only from Basic 1-6 curriculum	May not have passed any higher than Basic 6 level.	Time: 1:00 max.
Pre-Free Skate-Free Skate 6/ Beginner/High Beginner/ Adult 1-6/ Adult Beginner/Adult High Beginner	3 jump maximum. ½ rotation jumps only, plus the following full rotation jumps: Salchow and toe loop.	May not have passed any official U.S. Figure Skating free skate or free dance tests.	Time: 1:30 max.
No Test	No prescribed or restricted elements.	Must not have passed Pre-Preliminary Free Skate or any Free Dance tests.	Time: 1:30 max.
Pre-Preliminary	No prescribed or restricted elements.	Must have passed no higher than U.S. Figure Skating Pre-Preliminary May not have passed any free dance test.	Time: 1:30 max.
Adult Pre-Bronze	No prescribed or restricted elements.	Must have passed no higher than Adult pre-Bronze free skate test. See National Showcase guidelines for more specific information regarding adults.	Time: 1:40 max.
Preliminary/ Adult Bronze	No prescribed or restricted elements.	Must have passed no higher than U.S. Figure Skating Preliminary free skate or Adult Bronze Free Skate or Free Dance test. See National Showcase guidelines for more specific information regarding adults.	Time: 1:40 max.

## INTERPRETIVE

### Competition Format

The Organizing Committee must pre-select and edit musical choices appropriate for these events. During the warm-up, skaters will hear the selection of music twice. Following the warm-up, all skaters except for the first skater will be escorted to a soundproof locker room or another area of the arena. The first skater will hear the music one more time and then perform a program to the music. As each skater performs, the next skater in line will be allowed to hear the music for the third time before they perform to the music. The listening skater will not be allowed to view the performing skater.

**Levels:** Levels should be broken by ability with ages divided appropriately.

**Judging Rules:** Skaters are judged on originality, pattern, technical (the ability to include jumps and spins) and music interpretation/expression.

Spins and jumps performed must be appropriate to competition level.

**Time:** Music Duration: Pre-Free Skate - No Test: 1:00 Max

Pre-Preliminary - Preliminary: 1:00 Max

**Coaching:** There is to be no instruction allowed during this event from coaches, parents, or fellow skaters. Staging area must be kept clear except for ice monitor and listening competitor.

## SPINS CHALLENGE

General event parameters:

- Spins may be skated in any order. Connecting steps are allowed, but will not be taken into consideration in scoring. Spins may not be repeated. Only required elements may be included.
- All events are skated on ½ ice.
- Minimum number of revolutions are noted in parentheses.

Level	Time	Skating rules / standards
Beginner	1:30 max.	Upright one-foot spin (3) Upright back spin (3) Sit spin (3)
High Beginner	1:30 max.	Upright one-foot spin (4) Upright spin with change of foot (3 each foot) Sit spin (3)
No Test	1:30 max.	Upright spin with change of foot (3 each foot) Sit spin (3) Camel spin (3)
Pre – Preliminary	1:30 max.	Spin with one change of position and no change of foot (6) Backward sit spin (3) Camel spin (4)
Preliminary	1:30 max.	Spin with one change of foot and one change of position (min. 3 each foot) Change sit spin (min 3. each foot) One position spin – skater's choice (upright, sit or camel) (4)
Adult Beginner	1:30 max.	Pivot Two-foot upright spin (2)
Adult Pre-Bronze	1:30 max.	One-foot upright spin (3) Two-foot upright spin (3)
Adult Bronze	1:30 max.	One-foot upright spin (4) One-foot back spin (3) Sit spin (3)

## JUMPS CHALLENGE

General event parameters:

- Each jump may be attempted twice; the best attempt will be counted.
- To be skated on ½ ice

Level	Time	Skating rules / standards
Beginner	1:15 max.	Waltz jump (from backward crossovers) ½ flip or ½ Lutz Single Salchow
High Beginner	1:15 max.	Waltz jump (from backward crossovers) Single Salchow Jump combination – Waltz jump-toe loop
No Test	1:15 max.	Single toe loop Single loop Jump combination – Any two ½ or single revolution jumps (no Axel)
Pre – Preliminary	1:15 max.	Single toe loop Single flip Jump combination - Any two ½ or single revolution jumps (no Axel)
Preliminary	1:15 max.	Single flip Single Lutz Jump combination – Any single jump + single loop (may be Axel)
Adult Beginner	1:15 max.	Bunny hop Mazurka or ballet jump
Adult Pre-Bronze	1:15 max.	Waltz or toe loop jump ½ flip, ½ Lutz or ½ loop
Adult Bronze	1:15 max.	Salchow Toe loop Any single jump plus a toe loop combination (no Axels allowed)

## SOLO PATTERN DANCE

General event parameters:

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

Level	January 1 <sup>st</sup> – March 31 <sup>st</sup>	April 1 <sup>st</sup> – June 30 <sup>th</sup>	July 1 <sup>st</sup> – September 30 <sup>th</sup>	October 1 <sup>st</sup> – December 31 <sup>st</sup>
Preliminary	1. Dutch Waltz 2. Canasta Tango	1. Rhythm Blues 2. Dutch Waltz	1. Canasta Tango 2. Rhythm Blues	1. Rhythm Blues 2. Dutch Waltz
Pre-Bronze	1. Swing Dance 2. Cha-Cha	1. Fiesta Tango 2. Swing Dance	1. Cha-Cha 2. Fiesta Tango	1. Swing Dance 2. Cha-Cha

## TEAM COMPULSORY

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

1. Minimum of three skaters on a team; each skater will do at least one required element.
2. When the event is called, all skaters will take the ice for a two (2) minute STROKING ONLY warm-up.
3. This will be followed by a one (1) minute individual warm-up for the elements.
4. Teams will be directed to find a "base" for their team along the boards on the ice where they will stay for the remainder of the event.
5. The announcer, referee or judge-in-charge will call the first element (e.g. jump or stop) to be performed.
6. The team member performing the element will step forward and execute the skill, with the element first being performed by the skater on team one, then team two, then team three and so on
7. Once all the teams have had their skaters complete the element, the next element will be called.
8. Judging is done with one mark for each element (skater) for total team points.
9. Repeat #4-7 above as this will be done in sequence until all the elements at each level are completed.

Level	Jumps / Stops	Spins / Turns / Glides	Spiral or Step Sequences
Snowplow Sam – Basic 3, Hockey 1-4	-Wiggles, two-foot swizzles, forward or backward, (4-8 in a row) -Snowplow stop (one or both feet) or hockey stop (with skid)	-Curves, glide turns, or hockey turns (right and left, forward) -March then glide on two feet or forward one-foot glide on left and right foot (one time skater's height, forward)	Forward ½ swizzle pumps or forward c-cuts on a circle (right and left, 6-8 consecutive)
Basic 4-Basic 6	-Side-toe hop, bunny hop, ballet jump, mazurka -Waltz jump	-Forward inside pivot or two-foot spin (min. 3 revs.) -One-foot upright spin, optional entry & free foot position (min. 3 revs.)	Moving forward to backward two-foot turns on a circle, clockwise and counterclockwise (from Basic 3)
Pre-Free Skate and Free Skate 1-6 levels	-Single jump (no Axel) -Jump combination or jump sequence (no Axel allowed)	-Solo spin (scratch spin, layback, camel or sit, min. 3 revs, no flying entry) -Combo Spin: One change of foot, change of position optional (min. 3 revs. on each foot)	Spiral Sequence (from Free Skate 2)
Adult 1-6	-Forward Snowplow stop -Lunge	-Forward swizzles – 4-6 in a row -Backward one-foot glide, right and left	-Forward chasses on a circle – clockwise and counterclockwise
Adult Beginner/Adult High Beginner	-Bunny hop -Waltz jump	-Beginning one foot spin from backward crossovers -Backward inside three turn, right and left	Alternating right and left forward outside edges across width of the rink
Adult Pre- Bronze/Adult Bronze	-1/2 Flip -Salchow jump	-Forward upright spin -Backward upright spin	Two forward crossovers into a forward inside Mohawk, step down and cross behind, one backward crossover and step to a forward inside edge, clockwise and counterclockwise



## **SYNCHRONIZED SKATING- SNOWPLOW SAM SYNCHRO, SYNCHRO SKILLS 1-3, PRELIMINARY**

**The emphasis of the Learn to Skate USA synchronized skating competition is on mastering the Synchro Skills of synchronized skating:**

- Unison of body alignment, and learning to guide with the head.
- Control of rotation in wheels and circles.
- Straight lines in lines, blocks and intersections.
- Learning how to transition within elements with ease and clarity.
- Incorporating skills from Basic 1-6, Pre-Free Skate and Free Skate 1-2 to strengthen skating skills.
- Learning skills that will be the foundation for higher levels.
- Demonstrate ability to recognize and skate to the tempo of the music.

In order to safely practice and compete at the various levels, it is strongly recommended that skaters have mastered the elements of the Learn to Skate USA level at which they are skating (see program requirements).

**Eligibility Rules:** All skaters on the team must either be full U.S. Figure Skating members or members of the Learn to Skate USA program. All Learn to Skate USA Synchronized Skating teams must be registered with U.S. Figure Skating and have a team number.

In order for the team to be eligible for Snowplow Sam Synchro or Synchro Skills 1-3 events, no skaters on the team may have passed higher than a preliminary test (moves in the field, freestyle or dance). The skater's test level is as of the competition entry deadline.

No skater may compete on multiple Learn to Skate USA synchronized skating teams.

**Age/Number of Skaters:** Varies based on the level. The ages for Learn to Skate USA synchronized skating teams are as of the preceding July 1. If the majority of the team is younger than the listed age, consider skating "up" to the level that best meets the skaters' skill levels.

Each Synchro Skills team may have between 8-16 skaters. A Snowplow Sam Synchro team may have between 5-12 skaters. Teams may have a maximum of four alternates listed on their roster, in addition to the maximum number permitted on the ice for their respective level.

**Costume Rules:** Learn to Skate USA synchronized skating teams should follow **Rule 7022 Clothing and Equipment** (U.S. Figure Skating Rulebook) when selecting their clothing for competition.

## SYNCHRONIZED SKATING SNOWPLOW SAM, SYNCHRO SKILLS 1-3 PRELIMINARY

Required elements – Each level has specific required elements that must be completed:

LEVEL	CIRCLE	LINE	BLOCK	WHEEL	INTERSECTION
<b>SNOWPLOW SAM SYNCHRO</b> 5-12 skaters, majority under 7 years old Maximum 2 minutes 10 seconds	One circle, which must contain a forward inside or outside edge 1 foot glide and/or 2 foot glide. May have backwards skating.	One line, skated forward, which must cover half ice to full ice.	One block, skated forward, which must cover half ice to full ice, and must have only 1 configuration.	One wheel, skated forward, in any shape.	One intersection: Two lines facing each other, 2-foot glide at point of intersection.
<b>SYNCHRO SKILLS 1</b> 8-16 skaters, majority under 9 years old Maximum 2 minutes 10 seconds	One circle, which must contain a two foot turn. Must contain a forward inside and/or forward outside edge glide. Stroking from backward to forward is permitted.	One line, which must cover half ice to full ice and may include forward and/or backward skating.	One block, which must cover half ice to full ice, and must have only 1 configuration.	One wheel of the team's choice with backward pumps.	One intersection: Two lines facing each other, 2-foot or 1-foot glide at point of intersection.
<b>SYNCHRO SKILLS 2</b> 8-16 skaters, majority under 12 years old Maximum 2 minutes 10 seconds	One circle, which must contain a forward 3-turn and must contain a backward inside and/or backward outside edge glide.	One line, which must cover full ice and may include forward and/or backward skating.	One block, which must cover the ice and must have 1 or 2 configurations.	One wheel of the team's choice with backward pumps and/or chasses.	One intersection: Two lines facing each other, 2-foot or 1-foot glide at point of intersection.
<b>SYNCHRO SKILLS 3</b> 8-16 skaters, majority at least 12 years old Maximum 2 minutes 10 seconds Minimum of two different hand holds	One circle, which must contain a mohawk and must contain a backward inside and/or backward outside edge glide.	Line element, which includes a change of configuration (1 line to 2 lines or 2 lines to 1 line), and must cover full ice and must include forward and backward skating.	One block, which must cover the ice and must have 2 different configurations.	Wheel element of the team's choice with backward pumps, chasses, and/or crossovers.	One intersection.
<b>PRELIMINARY</b> 8-16 skaters who are under age 12, majority under age 10 2:00 +/- 10 seconds Minimum of two different hand holds	One circle element	One line element	One block element	One wheel element	One intersection element (forward only)

### Restrictions in Snowplow Sam Synchro and Synchro Skills 1:

- Additional elements are not allowed (the team must do only their required elements).
- Teams may only use hand-to-hand, shoulder-to-shoulder and choo-choo holds.
- Wheels and circles may not travel, change rotational direction or change configuration.
- Lines may not pivot.
- Snowplow Sam Synchro teams: backwards skating is allowed, but not required, in the circle and is not permitted in any other elements or transitions.
- Teams may not do steps higher than Basic 6.

### Restrictions in Synchro Skills 2:

- Additional elements are not allowed (the team must do only their required elements).
- Wheels may not travel, change rotational direction or change configuration.
- Circles may not change rotational direction or change configuration. Traveling is allowed, but not required.
- Lines may not pivot.
- Synchro Skills 2 teams may not do steps higher than Free Skate 2, with the exception of split jumps, stag jumps and split falling leaf jumps.

**Restrictions in all levels:** All of the synchronized skating "illegal elements" found in Rule 7160 of the U.S. Figure Skating Rulebook.

Please reference <http://usfsa.org/programs?id=84096&menu=synchronized> for most up-to-date Learn to Skate USA Synchronized Skating rules

## THEATRE ON ICE

In order to safely practice and compete at the various levels, it is strongly recommended that skaters have mastered the elements of the Learn to Skate USA level at which they are skating. (See program requirements.) Props, scenery and theatrical makeup are not allowed.

**Eligibility Rules:** All skaters on the team must either be full U.S. Figure Skating members or members of Learn to Skate USA. It is strongly suggested that teams register with U.S. Figure Skating, but this is not required.

Members of other organizations are eligible to compete, but must be registered with a Learn to Skate USA program or as full members of U.S. Figure Skating.

In order for the team to be eligible for this event, no skaters on the team may have passed higher than the pre-preliminary Moves in the Field or adult pre-bronze test in any discipline.

**Age/Number of Skaters:** Skaters may not have reached 18 years of age as of September 1 of the current skating season. Teams should be comprised of 8 – 16 skaters.

**Program Duration:** Teams will skate a program to music of their choice (vocals are allowed) 1 ½ min. +/- 10 sec. There are no restrictions or requirements on music choice but each level has a different THEME, CHOREOGRAPHIC PROCESS and MOVEMENT or GESTURE (see program requirements).

**Judging Notes:** The main emphasis of each level is mastering the Learn to Skate USA of Theatre On Ice and showing control in the skating skills from the badge levels required. The focus is not difficulty, but the performance and expression of the three required elements.

When possible, judges should be selected from those who have participated in a U.S. Figure Skating or PSA seminar where Theatre On Ice has been discussed, or have some familiarity with the discipline of Theatre On Ice.

## THEATRE ON ICE EVENTS

Format: The competitive programs shall create a story based on the theme while demonstrating the choreographic process and gesture or movement.

- Programs should contain skating skills from the Learn to Skate USA program levels listed.
- Elements from higher levels are not allowed.
- Elements from lower levels are encouraged.
- Coaches should refer to the U.S. Figure Skating Learn to Skate USA Instructor's Manual for further details on the elements.
- Props, scenery and theatrical makeup are not allowed.

Please refer to the Learn to Skate USA Instructor's Manual for more detailed information on Theatre On Ice 1-4.

Level	Program Length	Test, Team Size and Age Requirements
TOI/CE 1	1:30 +/- 10 seconds	<ul style="list-style-type: none"> <li>• Theme: Joy (emotion)</li> <li>• Choreographic process: Repetition</li> <li>• Movement or gesture: Allegro (fast movement)</li> </ul> <p>Skaters should demonstrate elements from Learn to Skate USA Basic 1 - 4. Elements from higher levels are not allowed.</p>
TOI/CE 2	1:30 +/- 10 seconds	<ul style="list-style-type: none"> <li>• Theme: Body as an instrument</li> <li>• Choreographic process: Canon</li> <li>• Movement or gesture: Soft movement (fluid and light)</li> </ul> <p>Skaters should demonstrate elements from Learn to Skate USA Basic 5 -6 Elements from higher levels are not allowed.</p>
TOI/CE 3	1:30 +/- 10 seconds	<ul style="list-style-type: none"> <li>• Theme: Traveling through space</li> <li>• Choreographic process: Mirroring</li> <li>• Movement or gesture: Unison</li> </ul> <p>Skaters should demonstrate elements from Learn to Skate USA Pre-Free Skate - Free Skate 3. Elements from higher levels are not allowed.</p>
TOI/CE 4	1:30 +/- 10 seconds	<ul style="list-style-type: none"> <li>• Theme: Rhythm</li> <li>• Choreographic process: Call and response</li> <li>• Movement or gesture: Percussive (sharp, fast movement)</li> </ul> <p>Skaters should demonstrate elements from Learn to Skate USA Free Skate 4 - 6. Elements from higher levels are not allowed.</p>

## SPECIAL OLYMPICS BADGE 1-12

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

### Badge 1

- A. Stand unassisted for five seconds
- B. Sit on ice or fall and stand up unassisted
- C. Knee dip standing still unassisted
- D. March forward ten steps assisted

### Badge 2

- A. March forward ten steps unassisted
- B. Swizzles, standing still: three repetitions
- C. Backward wiggle or march assisted
- D. Two foot glide forward for distance of at least length of body

### Badge 3

- A. Backward wiggle or march
- B. Five forward swizzles covering at least ten feet
- C. Forward skating across the rink
- D. Forward gliding dip covering at least length of body: left and right

### Badge 4

- A. Backward two-foot glide covering at least length of body
- B. Two foot jump in place
- C. One foot snowplow stop: left and right
- D. Forward one foot glide covering at least length of body: left and right

### Badge 5

- A. Forward stroking across rink
- B. Five backward swizzles covering at least ten feet
- C. Forward two-foot curves left and right across rink
- D. Two-foot turn front to back, on the spot

### Badge 6

- A. Gliding forward to backward two-foot turn
- B. Five consecutive forward one-foot swizzles on circle: left and right
- C. Backward one foot glide length of body: left and right
- D. Forward pivot

### Badge 7

- A. Backward stroking across the rink
- B. Gliding backward to forward two-foot turn
- C. T-stop left or right
- D. Forward two foot turn on a circle: left and right

### Badge 8

- A. Five consecutive forward crossovers: left and right
- B. Forward outside edge: left and right
- C. Five consecutive backward  $\frac{1}{2}$  swizzles on a circle: left and right
- D. Two-foot spin

### Badge 9

- A. Forward outside 3 turn: left and right
- B. Forward inside edge: left and right
- C. Forward lunge or shoot the duck at any depth
- D. Bunny hop

### Badge 10

- A. Forward inside three-turn: left and right
- B. Five consecutive backward crossovers: left and right
- C. Hockey stop
- D. Forward spiral three times length of body

### Badge 11

- A. Consecutive forward outside edges: minimum of two on each foot
- B. Consecutive forward inside edges: minimum of two on each foot
- C. Forward inside Mohawk: left and right
- D. Consecutive backward outside edges: minimum of two on each foot
- E. Consecutive backward inside edges: minimum of two on each foot

### Badge 12

- A. Waltz jump
- B. One foot spin: minimum of three revolutions
- C. Forward crossover, inside Mohawk, backward crossover, step forward: step sequence should be repeated clockwise and counter clockwise
- D. Combination of three moves chosen from badges 9-12



## THERAPEUTIC SKATING 2-14

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

### Therapeutic 2 – ON ICE

- A. Stand on ice
- B. Fall and stand up
- C. Knee dip in place
- D. March forward 10 steps

### Therapeutic 3

- A. Three swizzles standing still
- B. March forward 10 steps
- C. Forward two-foot glide
- D. Backward wiggle and march assisted

### Therapeutic 4

- A. Backward wiggle or march
- B. Five forward swizzles
- C. Forward skating
- D. Forward gliding dip

### Therapeutic 5

- A. Backward two-foot glide
- B. Two-foot jump in place
- C. One-foot snowplow stop, R or L
- D. Forward one-foot glide

### Therapeutic 6

- A. Forward stroking across the rink
- B. Five backward swizzles
- C. forward two-foot curves
- D. Two-foot turn front to back standing still

### Therapeutic 7

- A. Gliding forward to backward two-foot turn
- B. Five forward one-foot swizzles, R or L
- C. Backward one-foot glide, R or L
- D. Forward pivot

### Therapeutic 8

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

### Therapeutic 9

- A. Forward outside edge on a circle
- B. Forward inside edge on a circle
- C. Five forward crossovers
- D. Five backward half swizzles, R or L

### Therapeutic 10

- A. Forward outside three-turn, R and L
- B. Forward lunge or shoot the duck
- C. Back outside edge on a circle, R and L
- D. Back inside edge on a circle, R and L

### Therapeutic 11

- A. Forward inside three-turn, R and L
- B. Five backward crossovers, R and L
- C. Hockey stop
- D. Two-foot spin

### Therapeutic 12

- A. Two forward outside edges
- B. Two forward inside edges
- C. Forward Mohawk, R and L
- D. Forward spiral

### Therapeutic 13

- A. Backward outside edges
- B. Two backward inside edges
- C. Two-foot to one-foot spin
- D. Side toe hop, R or L

### Therapeutic 14

- A. One-foot spin
- B. Forward crossover inside Mohawk backward crossover step forward
- C. Backward crossovers to a back outside edge
- D. Waltz jump from a standing or moving position

## GUIDELINES FOR JUDGING

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

This section on judging can be copied and shared with judges prior to the competition. It is helpful if each judge has a copy of these guidelines prior to the competition and on their clipboard as a reference. Within the “Resources” section, you will find two excel workbooks of judging sheets.

## SCORING

The events will be judged using the 6.0 judging system. **For most competitions, you should keep your marks within a 1-point range, such as marks between 1.0 and 1.9 or 2.0 and 2.9.**

Accountants prefer that you do not use numbers less than 1.0. For the Basic Elements and Compulsory events, you will give one mark per skater. For the Free Skate events, you will give two marks – a Technical mark in the first column and a Presentation mark in the second column. The total of these two marks is what places the skater. Add your marks together to make sure that you don’t inadvertently tie two skaters. When the total of the two marks are the same for two skaters, the skater with the higher Presentation mark will place higher.

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

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

B= average skating skills, middle of the class

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

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

A= 2.7, 2.8, 2.9

B= 2.3, 2.4, 2.5, 2.6

C= 2.0, 2.1, 2.2

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

## TAKING NOTES

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

- 1) Write notes like “+” or “-”, or “A”, “B”, “C”, for each required element.
- 2) Write short text notes about what was good/bad about the element.
- 3) Use a simple “1-10” evaluation of how well the element was executed.

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

W = Waltz jump

S = Salchow

T = Toe loop

Lo = Loop jump

F = Flip jump

Lz = Lutz jump

A = Axel

U = upright spin

S = sit spin

C = camel spin

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

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

### DEDUCTIONS

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

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

Deductions for Test Track and Well Balanced events:

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

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

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

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

## **CONDUCT**

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

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

## ORGANIZATION OF THE COMPETITION

### The Organizing Committee

The Organizing Committee is the group of people who will be responsible for organizing and running the competition. This committee should include a Chair, a Co-Chair, and a Treasurer. If the competition will be large, it is advisable to have a Co-Chair to share the primary responsibilities. The Co-Chair should be the next person in charge in the event that the Chair cannot fulfill his/her duties.

Remember, if you want to plan a competition and do not have a lot of volunteers, it is possible to handle all aspects of a Compete USA competition with two to five people. Additional help of up to ten people will be needed the day before the competition and the day of the competition. However, it is advisable to have some reliable committees to relieve the Chair/Co-Chair of some responsibilities.

**Competition Chair:** This person is responsible for delegating responsibilities to ensure that the competition runs smoothly, efficiently and successfully, from the planning stages to completing the post-competition reports. The Chair selects committee members who are reliable, qualified and committed to the sport. The Competition Chair is also responsible for setting up the competition dates through the rink, preparing the facilities, obtaining judges, and establishing the judging schedule.

It is imperative that the Chair and/or Co-Chair be available at the competition at all times.

**Competition Co-Chair:** This person should be knowledgeable about all aspects of the competition and available to assume any or all responsibilities of the competition should the need arise. The Competition Co-Chair must also be able to assist the various committees whenever necessary.

### The Chair and Co-Chair should undertake responsibility for the following:

- **Selecting Events**

You may choose which events to offer (i.e. Elements, Compulsory Programs, Basic Programs, Free Skating events with music) for your competition taking into consideration the needs and levels of the skaters in your program and/or surrounding area. However, the events that you choose must follow the “Required Elements for Compete USA Competitions” listed under event categories. Please refer to the section on required elements listed in this manual.

- **Setting Dates**

Take into consideration other competitions and community activities going on in tandem with or around the dates you have chosen. You will want to attract as many competitors as possible. Try to pick several dates that will work and then contact the arena personnel to tentatively book ice. You may have to negotiate here, both for time and a better price. Keep in mind that many competitions and other activities are arranged as much as a year in advance.

- **Obtaining Ice**

In estimating the costs of ice take into consideration:

- ✓ Number of events offered/tentative schedule
- ✓ Warm-up time needed

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

- **Announcement** - Try to include everything in your announcement!

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

Announcements should contain the following:

1. Date/Time
2. Host club or sponsoring program
3. Location
4. Rink size - shape and size
5. Eligibility requirements (See Rule Book and page 4 of this manual)
6. Event categories
7. Music requirements: Music must be on CD provided by the skater or coach to be turned in at registration. Emphasize that the skater or the coach must bring more than one copy of music. State that the CD must be clearly labeled with the competitor's name and event for which the music is intended.
8. Entry information and deadline date:
  - A. Choose a closing date approximately 40 days before competition date.
  - B. Provide the address to which entries should be sent
  - C. State the above information on the opening page of announcement and reiterate this on the entry form.
9. Entry fees: Set fees low enough for skater to participate but high enough to cover costs incurred in running the competition.
 

**Suggested fee not required:**     \$40 for first event  
    \$7-10 for each additional event

***Fees will vary depending on your competition costs.***
10. Awards: Specify which awards will be given. Every participant **MUST RECEIVE AN AWARD.**

Suggested:

  - Medals for places 1, 2 & 3
  - Ribbons for 4th through 6th
  - Specify when the awards will be given.
11. Refund Policy: This policy must be stated in the announcement. Present-day competitions usually offer no refunds unless the request is for medical reasons or cancellation of the event by the organizing committee for lack of participants.
12. Total Entrant Numbers: The actual number of entrants may be restricted due to time constraints and late entry policy.
13. Contact Person: List this contact person and phone numbers
14. Entry Form: Design this form to be as clear and concise as possible. Remember this may be a "first" experience in filling out such a form. Forms should include the following information:
  - A. Skater's name (printed for easy reading)
  - B. Address including zip code

- C. Daytime/evening phone number
- D. Email address
- E. Learn to Skate USA membership number or full membership #
- F. Birth date (Very Important!)
- G. Gender
- H. Last skating level passed
- I. Name of partner (if applicable)
- J. Name of home club or rink
- K. Name/phone number of instructor
- L. Event categories listed (space for checking off which events competitor is entering)
- M. Event fees and space for computation of fees
- N. Liability Waiver - most competitions now include a waiver to be signed by skater/parent on the entry form. This is necessary for your records (refer to CR 10.12 rulebook).
- O. Signatures are **MANDATORY**
  - 1. Skating director must be a registered Learn to Skate USA director or authorized club/group person to verify test level & membership status
  - 2. Current class instructor must be registered Learn to Skate USA Instructors
  - 3. Parent/competitor
  - 4. Liability signature; parent or guardian

**By asking for the instructors and an authorized group/club person's signature on the entry form, you can help ensure that the skater has entered the appropriate event. It is strongly recommended that the instructor and authorized club/group member only sign AFTER the parents have filled out the form to ensure correctness.**

- 15. Map/Lodging: Provide a map and available lodging. Also include directions to the skating facility being used.
- 16. General Information: Skaters at Learn to Skate USA levels and/or skating parents are often very unfamiliar with different levels of competition. Level titles included in the next several pages will be required at all competitions in an effort to standardize competitions throughout the U.S.

**Again, it is very important to the success of the competition that skaters are placed in the correct levels. If, for whatever reason, the Competition Organizing Committee discovers that a skater has been placed in an incorrect level, the Chair and Referee will have the option to move the skater into the proper level, even if this has to be done the day of the competition. This will ensure that every event is as fair as possible to the competitors.**

Skaters are required and restricted to competing at the levels prescribed in the Eligibility Rules on page 4. It is wise to state these limitations in your announcement.

If it comes to your attention that a skater has signed up for the wrong level, and the schedule has already been finalized, you will have to make some re-arrangements to place that skater in the proper level even if the realization is made on the day of the competition.



## **Judges/Officials**

It is recommended, but not required, that you have at least one official U.S. Figure Skating judge on each panel of three judges. The Compete USA competition may use qualified skaters and/or instructors who are 16 years of age or older and/or persons who are trial judging for appointments. The Competition Chair may wish to enlist a referee who may assist in the selection of the additional judges and officials and to serve as liaison between the judges, accountants, and skaters.

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

Schedule judges panels in 45-60 minute blocks. Provide judges with at least a 15 minute break between assignments and 45-60 minutes for meals. Each panel of judges should designate a referee or spokesperson for that panel. Make sure the judges are well informed as to what you expect of the competitors (taken from your exact requirements listed in the announcements) so that they are able to make deductions as needed. Instruct the judges to do their best to avoid ties but plan your medal needs based on several ties.

**Schedule a judges meeting prior to the beginning of the competition to familiarize them with the logistics and events of your competition. Make sure to discuss deductions for moves that are not permitted within the event descriptions. This might be a good time to go over their schedule for the day so that they will know what to expect. If you are unable to meet with the judges before the competition, please send them their schedule in the mail or via email.**

## **Budget:**

Set up a tentative budget of income and expenses, i.e.

<b>Revenue:</b>	Entries
	Late entries
	Sale of practice ice
	Sale of souvenirs
	Sale of flowers
	Video and/or photographers
	Sale of results
	Sale of additional programs
	Vendor fees/commissions (check policy about outside vendors)
<b>Expenses:</b>	Ice time
	Reimbursement for officials travel expenses
	Room rental
	Printing:
	- Announcement
	- Program
	- Signs
	Postage
	Hospitality - food/other
	Competitor packet contents

Awards (medals & ribbons)  
Officials' gifts  
Possible refunds  
Purchase costs of flowers to sell

### **Treasurer**

This person is responsible for maintaining the competition budget, accounts receivable and accounts payable. He/she should complete a financial statement at the conclusion of the competition that will be submitted to the competition chairman. It may be necessary to open a special bank account for this competition for which there should be two signatures on file. Sometimes it is possible to run this competition through a club or group account, thus saving the expense of opening a special account.

- **Committees:**

Depending on the size of the competition, many of the committees and/or responsibilities can be combined. The following should be covered by committees:

- **Accounting:** This committee is responsible for setting up the accounting area and providing the necessary supplies as requested by the selected accountants. It is strongly recommended that the services of an official accountant be acquired. Accounting may be done manually or by computer as needed. The accountant will generate a skating order for each event that should be posted and distributed as indicated before the competition begins. A recommended list of deductions can be found after the "Events" section of this manual. The accountant will direct the judges as to how they wish the score sheets to be filled out, will tabulate the judges' score sheets and generate a results sheet that can be used for awards.
- **Announcing:** It is important that the announcer(s) selected keep the events moving as scheduled and even make up a little time where necessary. He/she should be organized, articulate and should have a reasonable knowledge of the sport. Announcers should not be required to work in shifts of more than two hours at a time. It is suggested that a "script" be prepared ahead of time. The announcer(s) should be provided with the skating order for each event (generated in Accounting) and an up-to-date time schedule of the events on a clipboard with pencils.
- **Music:** This committee organizes and plays the music used during the competition. The music coordinator should see that a complete set of proper labels for your competition is given to the registration people. This committee is also responsible for ensuring that the music equipment including proper hookup to the arena speaker system is available along with microphones for announcing. There should be back up equipment in case of emergency.
- **Ice Monitors:** These individuals will be located at the entrance to the ice surface and will inform the skaters and coaches of the skating order during the competition. They help keep the competition running on schedule by announcing and finding the competitors, with the help of a runner, for warm-up groups. The ice monitors will need some kind of communication with the announcer, referee and music personnel so that any changes can be communicated quickly. For the Elements and Compulsory Events, when there are multiple groups competing on the ice at the same time, work out the traffic pattern prior to the start of the event and keep it consistent during these events.

- **Runners:** The runner's main function is to help the ice monitors locate missing skaters and to deliver the judges' papers to the accounting room as quickly as possible. They may also be expected to post results and run errands as needed for the officials.
- **Ushers/Security:** If it is expected that your event will draw a large audience, you may wish to have several people perform usher/security duties. These volunteers have two duties: (1) Assist skaters and spectators in finding dressing rooms, spectator seating, etc. and minimize traffic in the stands and in skater, official and accounting areas. (2) Assist with making informational signage to be posted throughout various competition areas in the arena. This information includes: award time schedules, location of the area where the awards will be given, location of the rest rooms, reminder signs i.e., "pick up music at registration after competition" and any other information that will facilitate getting around your rink more comfortably.
- **Arena:** A designated person will be responsible for coordinating with the arena personnel, schedule times, special use of space, locker rooms, rest room maintenance, music equipment, judging areas, benches, floor mats, allocation of rooms, etc. If possible make a written checklist for the personnel and also, if possible, allow a little time for your group to clean up and clear out of the facilities following the competition.
- **Awards:** This committee is responsible for obtaining competition awards, making sure an award presentation area is available, and scheduling the presentation of awards. This is a good area to make use of your photographer for photo opportunities. Suggested Awards: Medals for 1st, 2nd, and 3rd place. Ribbons may be used for all remaining competitors in each group. These can usually be purchased locally at a modest price. Scheduling of awards should be posted around the rink. There is less confusion if the awards are done for each group as soon as the results are posted. Some competitions do them for several groups during the ice resurfaces. However, do whatever meets your needs the best.
- **Promotion and Publicity:** This committee is responsible for publicizing the competition via local media i.e., television, radio, local newspapers. A detailed media release may be prepared and sent out several weeks prior to the competition and follow-up contact should be made about a week before the competition. After the competition, results may be reported to those who have received the media releases. The committee members and the instructors are instrumental in promoting the competition at your skating facility to in-house skaters and within the local skating community. Arena management may also be contacted for assistance.
- **Sponsors:** Corporate/business sponsorship is difficult to obtain. If you plan to solicit sponsors take the time to prepare a professional, well-planned kit. Sponsorship is a lot more than just having a business donate money or a product or service to your group. You must sell your event to the sponsor in a way indicating how the sponsor will benefit. If you know someone to contact inside a company who allocates the sponsorship funds, services or products, use those sources to make initial contact with the company.
- **Program:** If a program will be published, this committee arranges all aspects of program creation, including typesetting, layout and printing of the program, and soliciting advertising if desired. The program will include the skating schedule and the individual events with the names of the entrants in each group. If compulsories are being offered, designate the exact end of the rink for each event. There should be an acknowledgment of the competition officials and judges. A letter from the competition chairman is also appropriate. Program

costs can be covered by selling advertisements. A simple program can be created by someone on the committee, put on a computer word processing program and printed at a local printing company at a modest expense to the competition. It can be assembled and stapled by your committee people very efficiently. Determine whether the programs will be complimentary or whether they will be sold at the competition. If they are to be sold, decide on a modest price as well as deciding if any complimentary copies will be available to skaters and officials.

- **Souvenir Sales:** If souvenirs or skater services are to be available, this committee can determine the items or services plus the prices.

These may include the sale of the following items with your competition logo:

- Sweatshirts
- T-shirts
- Mugs
- Cups
- Water bottles
- Hats

Fresh flowers may be sold properly wrapped for presentation.

An engraver may be provided to engrave medals before people leave the competition. A photographer/videographer should be made available.

You may wish to contact clothing, jewelry, miscellaneous vendors to come to your competition if you have space available. A one-time space charge could be made. Remember, you are making friends for the future, perhaps larger competitions, so it might be wise to keep charges modest.

***Caution: Be sure to check with your arena management regarding any contractual agreements they may have with their pro shop before inviting vendors.***

- **Medical:** While it is hoped that no medical problems arise, plans must be formulated for medical emergencies. If you have a club/group member who is a physician or nurse, perhaps that person will be willing to be responsible for this area. He/she can determine what type of medical assistance is necessary for the event. It may be advisable to send advance notice of the competition to your local police and medical services team in case of a serious emergency situation.
- **Registration:** This committee has a broad range of responsibilities. The Registration Committee can be your greatest asset when it comes to accommodating the new competitor and the parents. This is the first contact of the day and can make or break attitudes toward your competition. The committee's responsibilities include receiving entries, receiving income, reviewing skater eligibility, setting up each event and determining the entrants in each event. They are also responsible for disseminating information on the skating events and the approximate time of each individual's event through some form of communication i.e., the posting of skating times on the official bulletin board, if this is a closed competition, or by mail to each entrant if this is an open competition. Remember to inform all skaters to be at the rink and checked in at least 45 minutes prior to their event as they will be scratched from that event if they are not on time. All of the above information

should be given to the accountant along with a copy of the official announcement and the judge's schedule.

- **Event Time Scheduling:** To determine the amount of ice time needed for the entire competition, take the entry forms and separate them by level, age, and gender. Boys and girls may be grouped together, but wherever it is possible it is advised to keep family members separate. Groups will include no more than six skaters' maximum. When more than one group is needed, divide the competitors by age. Add the times together from all of the events for the total amount of ice time required. Remember to note multiple events if a skater will be competing in more than one event. Since your competition will likely be run in one day, try to space entrants doing several events in a manner so that they will have time to get a breather or change clothing as needed.

Depending on the ice surface size, the ice can be divided into sections so that multiple events can occur at the same time. If possible, keep these events to one on each end of the ice surface. Consider this factor when scheduling the events and when acquiring judges. Inform the skaters which end of the ice they will be skating on.

From the total events you have and from the number of skaters skating in more than one event, design a schedule that will make running the competition as convenient as possible for all involved. Don't forget warm-ups and ice resurfacing when setting up a schedule. After all the events have been entered in a time table, thoroughly review the sheets to make sure all events and all skaters are included. This cuts down on any last minute crisis. Write the time next to each event.

Registration people are also responsible for the competitor's registration table that should be set up in a highly visible, convenient location in the rink. The table is manned according to an announced schedule by persons who are fully knowledgeable with the competition.

- **Music:** Music for the events should be turned in at the time of registration. CDs must be labeled with the skater's name and event. A full set of proper labels furnished by the music coordination group should be made up ahead of time. Music will be categorized by event and delivered to the person playing music several events before needed. All music must be returned from the music committee to the registration desk for pick up by the skater after the event is finished.

When the competitors arrive at the rink, they should be instructed to check in at the registration table immediately. The registration person will provide the competitor with the skating schedules, usually in the program, and other pertinent competition information. If skater packets are to be prepared, this committee can be responsible for assembling them prior to registration and then distributing the packets to the skaters. It is wise to have someone sign for the packets as you can afford to give the packets to competitors **only**.

- **Hospitality:** These volunteers will be responsible for providing hospitality for skaters, judges, volunteers, and coaches. For the officials, volunteers and coaches, refreshments should be readily available throughout the competition. You may want to provide snacks and, depending on the length of the competition, also provide a light meal or two. This committee is also responsible for planning any judges' and officials' receptions, competitor parties, etc.

Volunteers are the backbone of every organization. Express your appreciation for their efforts by providing a comfortable hospitality area with a variety of refreshments. Don't forget the coaches; they too will welcome a cup of coffee and a place to sit for a few minutes.

A little extra effort in this area will go a long way in making your competition a success and your volunteers willing to do it again.

## **TIMELINE FOR COMPETITION ORGANIZATION**

### **Four months prior to event:**

- Select Chair/Co Chair/Treasurer
- Determine dates
- Contact rink manager
- Create announcement
- Apply for approval of Compete USA competition and Learn to Skate USA approval number
- Apply for a sanction if offering events pre-juvenile and beyond
- Formulate initial budget - particularly the source of funding for printing and mailing (needed up front)

### **Three months prior to event:**

- Check on respective approvals if not already received
- Invite judges and officials if sanctions have been received
- Estimate number of medals/ribbons needed
- Contact vendors regarding availability and lead time necessary for ordering
- Make contacts with vendors and inform them of competition dates and schedules, and inquire if they wish to commit to your event

### **Two months prior to event:**

- Send announcement and entry forms out to competitors
- Host a meeting with committee people
- Make all banking arrangements
- Sell the competition through members and instructors at your rink
- Solicit any competition sponsors/free gifts

### **Four to five weeks prior to event:**

- Entry deadline

### **Four weeks prior to event:**

- At closing date of entries work quickly to set up groups and the schedule, which will include ice resurfacing and warm-up times
- Gather together program materials
- Order medals and ribbons
- Gather supplies for competitor goodie bags such as local souvenirs, discount coupons from community restaurants, candy, toys, etc.

### **Two weeks prior to event:**

- Order sale flowers
- Coordinate food/beverage needs
- Contact vendors - collect information regarding their needs
- Mail individual skating times with practice schedule to competitors
- Add information regarding general competition protocol
- Send judges' commitment confirmation along with judges' schedules
- Send accounting: (a) announcement, (b) listing of groups, (c) judges' schedule

### **One week prior to event:**

- Update rink manager on needs for competition - do a walk-thru if possible
- Send media release



- Be sure all competitor packet materials have arrived - begin filling packets
- Finish program contents and send to printer - if doing in house, this can wait until day before competition

**One day prior to event:**

- Set up all areas at the arena
- Finish filling competitor packets
- Finish assembling programs if done in house or see that they have been delivered from the printer
- Sort out awards and decide how they will be handled

**Day of event**

- See that you have good ice, music, announcers, skaters, and start on time!

**Good luck – make it a fun day for all!**