COMPETE USA

APPROVED BY LEARN TO SKATE USA

Competition Manual

Effective October 1, 2026

MISSION STATEMENT

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

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

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

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

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

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

memberservices@learntoskateusa.com

STEPS TO CREATING YOUR ANNOUNCEMENT

1. Download the Compete USA announcement template. If you don't already have it, you will need to download Adobe Acrobat Reader. This is a free application available online.
2. Create title page, which will include name of event, dates of competition, host program, location/contact info, registration deadline/link and competition logo. To insert a logo, click the box located above the event name.
3. Include prices of events in chart located on page 4. For events that you are not offering, mark them as N/A.
4. Update Judging column to reflect CJS.
5. The link to the program requirements page is located above the events chart. The link will direct you to the Compete USA page within the Learn to Skate USA website.
6. If you will be offering practice ice, utilize the text box located beneath the events chart. Include information on pricing, availability and how to register.

   If you will not be offering practice ice, note this within the text box.
7. A blank page has been provided at the end of the template. This can be utilized to provide additional information not included elsewhere in the announcement.
8. Save document as a PDF. If you do not use page 6, save the document with pages 1-5 only. Once completed, upload for approval on the Learn to Skate USA portal.

This announcement template is for competitions that are only running Compete USA events. If you are running Compete USA events in conjunction with a nonqualifying event, please use the standard nonqualifying announcement template for sanctioning.

If you have a sanction for your nonqualifying competition, you do not need an additional approval.

RULES FOR COMPETE USA COMPETITIONS

3100 Rules for Compete USA Competitions

3110 Compete USA Competitions – Approvals

3111 Compete USA competitions may include events up to and including preliminary singles, adult bronze singles, and pre-bronze pattern dance 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.

3120 Compete USA Competitions – Officials

3121 For Compete USA competitions, a chief referee and chief scoring official are required. In addition, three judges not related to the competitors are required for each event. Officials may be any official certified by U.S. Figure Skating or Skate Canada or any other qualified eligible or ineligible person.

3122 For Compete USA competitions, the member club or other organization sponsoring and conducting the competition will approve all officials. All persons serving as officials must be current U.S. Figure Skating member and/or Learn to Skate USA® member, be at least 16 years of age and, if 18 years of age or older, pass a background check and complete SafeSport™ training.

3130 Compete USA Competitions – Announcements

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

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

3133 Compete USA competitions may be:

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

3055 Entries

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

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

3064 Skating Accommodations Memorandum (S.A.M.) for Nonqualifying Competitions

A singles skater with a documented physical disability, as defined by the Americans with Disabilities Act (ADA), may request exemption from certain technical rules or element requirements or expectations on the basis that such rule or requirement penalizes them in the assessment.

ELIGIBILITY RULES FOR PARTICIPANTS

It is very important to the success of the competition that skaters are placed in the correct divisions. 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.
It is the responsibility of the instructor, coach, or skating director to place the skater at the correct competitive level. This decision should be based upon skill proficiency, athlete development, and fairness. Placing skaters at a level that challenges them appropriately while fostering their ongoing development is key to nurturing their growth.

ELIGIBILITY

The competition is open to ALL skaters who are current members of either Learn to Skate USA and/or those who are full members of U.S. Figure Skating (including Aspire). Members of other organizations are eligible to compete but must be a current registered member of Learn to Skate USA or a full member of U.S. Figure Skating.

TEST REQUIREMENTS

Test requirements will be based on skill level as of closing date of entries.
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 skating skills or individual dances.
Aspire 1-4 Singles: No test restrictions
Aspire 1-4 Showcase: Must not have passed any official U.S. Figure Skating tests

Skaters 18 years of age and older should register for Adult or Young Adult events.

Special Olympics events are for skaters with intellectual disabilities. Adaptive events are for skaters with any type of disability.

For synchronized skating eligibility and requirements refer to the synchronized skating page.

There will be no more than six competitors maximum in an event, and all six should receive an award.

ELIGIBILITY RULES FOR COACHES/INSTRUCTORS

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

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

- Learn to Skate USA instructor compliant

  OR

- U.S. Figure Skating coach compliant

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

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

APPROVAL PROCEDURE FOR HOSTING A COMPETE USA COMPETITION

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

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

APPOINTED SECTIONAL COMPETITION APPROVAL REPRESENTATIVES:		
Eastern	Kent Johnson	sk8johnson@hotmail.com
Midwestern	Kim Johnson	kimberly.r.johnson@att.net
Pacific Coast	Kimberly Navarro	kim@snoopyshomeice.com

STEPS FOR APPROVAL: (to apply you must be a Learn to Skate USA Director or Assistant Director)	
1	Log in with your membership number and password.
2	Go to the “Events & Workshops” tab.
3	Select “Competitions”
4	Select “Create New Application”
5	Type in your competition information and upload your competition announcement. Click “Submit Approval”.
6	Type in your competition information and browse your files to find your competition announcement. Click “Upload Announcement.”
7	An email will be sent to the Compete USA approval representative in your region.
8	Once approved, the status will update under "My Program Competition Approvals". You will be able to download the certificate to display at the arena during your events.

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

PROGRAM REQUIREMENTS

EVENTS OFFERED:

Program requirements for the events listed below can be found HERE

COMPETE USA EVENTS	JUDGING	1ST EVENT PRICE	2ND EVENT PRICE
Snowplow Sam-Basic 6 Free Skate			
Aspire 1-4 Free Skate			
Excel Free Skate (Pre-Preliminary – Preliminary Plus)			
Championship Free Skate (Pre-Preliminary - Preliminary)			
Adult 1-6 Free Skate			
Adult Free Skate (Beginner – Bronze)			
Snowplow Sam - Basic 6 Elements			
Adult 1-6 Elements			
Compete USA – Spin Challenge			
Compete USA – Jump Challenge			
Compete USA – Team Compulsory			
Compete USA - Compulsory Challenge			
Compete USA - Theatre On Ice			
Compete USA – Showcase			
Compete USA – Interpretive			
Compete USA – Solo Pattern Dance			
Hockey 1-4 Elements and Skills Challenge			
Special Olympics (Badges 1-12)			
Special Olympics – Free Skate 1-6			
Special Olympics – Pairs 1-2 & Ice Dance 1-2			
Adaptive			
Aspire Synchro (Aspire 1-4)			
ADDITIONAL EVENTS			

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.

WHO CAN JUDGE

Any U.S. Figure Skating or Learn to Skate USA member age 16 or older. The most important qualifications are:

- Familiarity with the level requirements
- A fair and unbiased mindset
- A willingness to evaluate against the standard

Note: If you have coached or have a close personal connection to a skater entered in the competition, be sure to let the referee and competition chair know so they don't assign you to that event.

All persons serving as officials must be a current U.S. Figure Skating members and/or Learn to Skate USA® members, be at least 16 years of age and, if 18 years of age or older, pass a background check and complete SafeSportTM training. (Rule 3122.)

CONDUCT

Judges may not stand or sit together nor converse with each other or with spectators or contestants while judging. They may 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 this Compete USA Competition Manual with them during the competition.

SCORING

The events will be judged using the Component Judging System. CJS uses three components for programs with music, and two for events without music. Judges evaluate the overall quality of each component on an absolute scale.

Judges award marks; referee supervises the judges. There is no technical panel.

Judges award marks in increments of 0.25 from 0.25 to 10.00 for each component.

The judges' scores for each component are averaged. Each component average is multiplied by a factor:

- In general, Technical Elements carries the greatest weight, Skating Skills the next greatest, and Composition/ Presentation the least.
- A general factor is then applied so the total score more closely resembles a comparable IJS total.

It produces a numerical score, not placement ordinals.

CJS was designed to work on paper. ISUCalcFS has been configured to support CJS, including judge sheets and result calculation. Scoring officials simply enter the judges' marks. Sanctioned nonqualifying competitions with a scoring official should use ISUCalcFS for CJS events. Stand-alone Compete USA events will have access to a simplified web-based system for group creation, start orders, judge worksheets, and results. Once a Compete USA competition has received approval, they can request access to Scoring USA. To find additional information surrounding scoring and resources, please visit the scoring page: Scoring System - U.S. Figure Skating

For events with music, judges award a mark to each skater in the following three components.

- Technical Elements – Reflects the difficulty and quality of the elements performed
- Composition/Presentation – Evaluates how the program is designed and performed to the music
- Skating Skills – Measures overall fundamental quality of the skating

For compulsory elements, like jumps and spins challenges where there is no program, the Composition/Presentation (CO/PR) mark is not awarded.

REFERENCE SHEETS

Reference sheets are tools designed to help judges find the range of marks that are appropriate for the level and the skill of the skater they are judging. In CJS, scores reflect the entire range of figure skating levels and ability, with skaters at the lowest levels typically receiving low scores and growing with the skater over time. As they progress in their skills and move through the levels, it is important that they are able to see their scores grow with them. Generally, for Compete USA events, judges are working in the following ranges:

- 0.25–0.75 Beginning
- 1.00–1.75 Emerging
- 2.00–2.75 Developing / Strong for Level

REDUCTIONS AND DEDUCTIONS

Deductions and reductions ensure fairness when skaters attempt elements outside their level.

If a skater performs an element above their level:

• Basic Events: subtract 0.25 from the Technical Elements mark

• Aspire Events: subtract 0.50 from the Technical Elements mark

Steps to help take the deduction/reduce your score:

1. Decide the appropriate TE mark.

2. Apply the deduction.

Enter the adjusted score (in .25 increments only).

TAKING NOTES

Quick notes help you stay organized and confident when assigning marks. Use whatever shorthand works for you. Some Examples:

• + / – (to represent an element performed poorly or well; or represent an error)

• W (waltz jump), S (Salchow), T (toe-loop), etc.

Notes should be kept brief due to limited time between skaters.

SKATING ACCOMMODATION MEMORANDUM (S.A.M.)

Skaters with disabilities may present a S.A.M. to the LOC to share with the chief referee. The chief referee is responsible for providing the described accommodations for the skater. For more information refer to rule 3064 in the rulebook or contact the Adaptive Skating Subcomittee.

ADDITIONAL RESOURCES

For additional information and resources related to the Component Judging System please visit the U.S. Figure Skating Scoring System Resource Page

Available resources include:

• Overview for New Compete USA Judges

• Compete USA Judges and Referees Chart – Programs with Music

• Compete USA Judges and Referees Chart – Elements and Compulsories

• Singles Skating – CJS Judges and Referees Guide

• Aspire Synchronized Skating – CJS Judges and Referees Guide

• Ice Dance Judges and Referees Chart – Pattern Dance and Solo Pattern Dance

ORGANIZATION OF THE COMPETITION

THE LOCAL ORGANIZING COMMITTEE

The local organizing committee (LOC) is the group of people who will be responsible for organizing and running the competition. This committee should include a chair, a co-chair, and a treasurer. If the competition will be large, it is advisable to have a co-chair to share the primary responsibilities. The co-chair should be the next person in charge if the chair cannot fulfill his/her duties.

Remember, if you want to plan a competition and do not have a lot of volunteers, it is possible to handle all aspects of a Compete USA competition with two to five people. Additional help of up to 10 people will be needed the day before the competition and the day of the competition. However, it is advisable to have some reliable committees to relieve the chair/co-chair of some responsibilities.

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

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

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

The chair and co-chair should undertake responsibility for the following:

- **Selecting Events**
  You may choose which events to offer (i.e., elements, compulsory programs, basic programs, free skate events with music, etc.) for your competition, taking into consideration the needs and levels of the skaters in your program and/or surrounding area. However, the events that you choose must follow the "Required Elements for Compete USA Competitions," listed under event categories. Please refer to the section on required elements listed in this manual. ***Do not forget to include adaptive skating events, like Skate United and Special Olympics!***
- **Setting Dates**
  Take into consideration other competitions and community activities going on in tandem with or around the dates you have chosen. You will want to attract as many competitors as possible. Try to pick several dates that will work and then contact the arena personnel to tentatively book ice. You may have to negotiate here both for time and a better price. Keep in mind that many competitions and other activities are arranged as much as a year in advance.
- **Obtaining Ice**
  In estimating the costs of ice take into consideration:
  - ✓ Number of events offered/tentative schedule
  - ✓ Warm-up time needed
  - ✓ Time required for ice resurfacing and the number of resurfaces
  - ✓ Practice ice, if desired. Practice ice can add to your bottom line. If you can offer practical hours at a modest price, entrants will utilize the ice offered. You will need a committee person to coordinate and supervise practice ice.
  - ✓ Awards can be done on-ice or off-ice. (By doing off-ice awards, time and expense can be saved.)
- **Announcement:** Try to include everything in your announcement. Create your announcement carefully, as many questions may arise that can be easily answered by checking the published announcement. When naming your competition, please include the words "Compete USA" after the name so that it is clear to all potential entrants that the competition is specific to the Compete USA structure.

  Announcements should contain the following:
  1. Date/time
  2. Host club or sponsoring program
  3. Location
  4. Rink size and shape
  5. Eligibility requirements
  6. Event categories
  7. Music requirements: Music must be provided by the skater or coach to be turned in at registration or by the deadline. Emphasize that the skater or the coach must bring more than one copy of music.
  8. Entry information and deadline date:
     A. Choose a closing date approximately 40 days before competition date
     B. State the above information on the opening page of announcement and reiterate this on the entry form
  9. Entry fees: Set fees low enough for skaters to participate but high enough to cover costs incurred in running the competition.
     Suggested fee (not required): $50 for first event
     $10-15 for each additional event
     Fees will vary depending on your competition costs.
  10. Awards: Specify which awards will be given. Every participant **MUST RECEIVE AN AWARD.**
      Suggested:
      - Medals for places 1, 2 and 3
      - Ribbons for 4th through 6th
      - Specify when the awards will be given

11. Refund Policy: This policy must be stated in the announcement. Present-day competitions usually offer no refunds unless the request is for medical reasons or cancellation of the event by the organizing committee for lack of participants.
12. Total Entrant Numbers: The actual number of entrants may be restricted due to time constraints and late entry policy.
13. Contact Person: List this contact person and phone number(s)
14. Entry Form: Design this form to be as clear and concise as possible. Remember this may be a "first" experience in filling out such a form. Forms should include the following information:
    A. Skater's name (printed for easy reading)
    B. Address including zip code
    C. Daytime/evening phone number
    D. Email address
    E. Learn to Skate USA membership number or full membership #
    F. Birth date (very important)
    G. Gender
    H. Last skating level passed
    I. Name of partner (if applicable)
    J. Name of home club or rink
    K. Name/phone number of instructor/coach
    L. Event categories listed (space for checking off which events competitor is entering)
    M. Event fees and space for computation of fees
    N. Liability Waiver — most competitions now include a waiver to be signed by skater/parent on the entry form. This is necessary for your records (refer to Rule 1600 in U.S. Figure Skating Rulebook).
    O. Signatures are MANDATORY
        1. Skating director must be a registered Learn to Skate USA director or authorized club/group person to verify test level and membership status
        2. Current class instructor must be registered Learn to Skate USA instructors
        3. Parent/competitor
        4. Liability signature by parent or guardian

    By asking for the instructors and an authorized group/club officer approval on the entry form, you can help ensure that the skater has entered the appropriate event.
15. Map/Lodging: Provide a map and available lodging. Also include directions to the skating facility being used.
16. General Information: Skaters at Learn to Skate USA levels and/or skating parents are often very unfamiliar with different levels of competition. Level titles included in the next several pages will be required at all competitions in an effort to standardize competitions throughout the U.S.

Again, it is very important to the success of the competition that skaters are placed in the correct levels. If, for whatever reason, the competition's 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.

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

Judging panels may have a minimum of three, maximum of nine judges for CJS events. 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, scoring officials, 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, scoring official, etc.) as soon as the announcement is complete and has been approved. Send the judges' schedule at least two weeks before the competition. Make sure that the panel of selected judges has familiarity with the Learn to Skate USA curriculum and event structure.

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

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

Budget:

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

Revenue:
- Entries
- Late entries
- Sale of practice ice
- Sale of souvenirs
- Sale of flowers
- Video and/or photographers
- Sale of results
- Sale of additional programs
- Vendor fees/commissions (check policy about outside vendors)

Expenses:
- Ice time
- Reimbursement for officials travel expenses
- Room rental
- Printing:
  - Announcement
  - Program
  - Signs
- Postage
- Hospitality: food/other
- Competitor packet contents
- Awards (medals and ribbons)
- Officials' gifts
- Possible refunds
- Purchase costs of flowers to sell

TREASURER

This person is responsible for maintaining the competition budget, accounts receivable and accounts payable. He/she should complete a financial statement at the conclusion of the competition that will be submitted to the competition chair. 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:

- **Scoring:** This committee is responsible for setting up the scoring officials area and providing the necessary supplies as requested by the selected scoring officials. It is strongly recommended that the services of an appointed scoring official be acquired. Scoring may be done manually or by computer as needed. The scoring official 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 scoring official will direct the judges as to how they wish the score sheets to be filled out, tabulate the judges' score sheets and generate a results sheet that can be used for awards.
- **Announcing:** It is important that the announcer(s) selected keep the events moving as scheduled and even make up a little time where necessary. They 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 by the scoring official(s)) 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.

  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.
- **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 scoring officials 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 scoring areas. (2) Assist with making informational signage to be posted throughout various competition areas in the arena. This information includes award time schedules, location of the area where the awards will be given, location of the rest rooms, reminder signs, i.e., "pick up music at registration after competition," and any other information that will facilitate getting around your rink more comfortably.
- **Arena:** A designated person will be responsible for coordinating with the arena personnel, schedule times, special use of space, locker rooms, rest room maintenance, music equipment, judging areas, benches, floor mats, allocation of rooms, etc. If possible, make a written checklist for the personnel and, if possible, allow a little time for your group to clean up and clear out of the facilities following the competition.
- **Awards:** This committee is responsible for obtaining competition awards, making sure an award presentation area is available, and scheduling the presentation of awards. This is a good area to make use of your photographer for photo opportunities. Suggested awards: medals for first, second and third place. Ribbons may be used for all remaining competitors in each group. These can usually be purchased locally at a modest price. Scheduling of awards should be posted around the rink. There is less confusion if the awards are done for each group as soon as the results are posted. Some competitions do them for several groups during the ice resurfaces. Do whatever meets your needs the best.
- **Promotion and Publicity:** This committee is responsible for publicizing the competition via local media (i.e., television, radio, local newspapers). A detailed media release may be prepared and sent out several weeks prior to the competition, and follow-up contact should be made about a week before the competition. After the competition, results may be reported to those who have received the media releases. The committee members and the instructors are instrumental in promoting the competition at your skating facility to in-house skaters and within the local skating community. Arena management may also be contacted for assistance.
- **Sponsors:** Corporate/business sponsorship is difficult to obtain. If you plan to solicit sponsors, take the time to prepare a professional, well-planned kit. Sponsorship is a lot more than just having a business donate money or a product or service to your group. You must sell your event to the sponsor in a way that shows how the sponsor will benefit from working with you. If you know someone to contact inside a company who allocates the sponsorship funds, services or products, use those sources to make initial contact with the company.
- **Program:** If a program will be published, this committee arranges all aspects of program creation, including typesetting, layout and printing of the program (and soliciting advertising, if desired). The program will include the skating schedule and individual events with the names of the entrants in each group. If compulsories are being offered, designate the exact end of the rink for each event. There should be an acknowledgment of the competition officials. A letter from the competition chairman is also appropriate. Program costs can be covered by selling advertisements. A simple program can be created by someone on the committee, laid out on a computer word processing program and printed at a local printing company at a modest expense to the competition. It can be assembled and stapled by your committee. Determine whether the programs will be complimentary or whether they will be sold at the competition. If they are to be sold, decide on a modest price and if any complimentary copies will be available to skaters and officials.
- **Souvenir Sales:** If souvenirs or skater services are to be available, this committee can determine the items or services plus the prices.

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

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

  Fresh flowers may be sold properly wrapped for presentation.

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

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

  Caution: Be sure to check with your arena management regarding any contractual agreements they may have with their pro shop before inviting vendors.
- **Medical:** While the hope is that no medical problems arise, plans must be formulated for medical emergencies. If you have a club/group member who is a physician or nurse, perhaps that person will be willing to be responsible for this area. He/she can determine what type of medical assistance is necessary for the event. It may be advisable to send advance notice of the competition to your local police and medical services team in case of a serious emergency situation.

- **Registration:** This committee has a broad range of responsibilities. The registration committee can be your greatest asset when it comes to accommodating the new competitors and the parents. They are the first contact of the day and can make or break attitudes toward your competition. The committee's responsibilities include receiving entries, receiving income, reviewing skater eligibility, setting up each event and determining the entrants in each event. They are also responsible for disseminating information on the skating events and the approximate time of each individual's event through some form of communication (i.e., the posting of skating times on the official bulletin board, if this is a closed competition, or by mail to each entrant if this is an open competition). Remember to inform all skaters to be at the rink and checked in at least 45 minutes prior to their event, as they will be scratched from that event if they are not on time. All of the above information should be given to the scoring official 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.

  When the competitors arrive at the rink, they should be instructed to check in at the registration table immediately. The registration person will provide the competitor with the skating schedules, usually in the program, and other pertinent competition information. If you're preparing skater packets, this committee can be responsible for assembling them prior to registration and distributing the packets to the skaters. It is wise to have someone sign for the packets so you give the packets to competitors **only**.
- **Hospitality:** These volunteers will be responsible for providing hospitality for skaters, judges, volunteers and coaches. For the officials, volunteers and coaches, refreshments should be readily available throughout the competition. You may want to provide snacks and, depending on the length of the competition, a light meal or two. This committee is also responsible for planning any officials' receptions, competitor parties, etc.

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

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

TIMELINE FOR COMPETITION ORGANIZATION

Four months prior to event:
- Select chair/co-chair/treasurer
- Determine dates
- Contact rink manager
- Create announcement
- Apply for approval of Compete USA competition and Learn to Skate USA approval number
- Apply for a sanction if offering events pre-juvenile and above
- Formulate initial budget, particularly the source of funding for printing and mailing (needed up front)

Three months prior to event:
- Check on respective approvals if not already received
- Invite 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, 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 flowers to sell
- Coordinate food/beverage needs
- Contact vendors and collect information regarding their needs
- Mail individual skating times with practice schedule to competitors
- Add information regarding general competition protocol
- Send judges' commitment confirmation along with judges' schedules
- Send to scoring officials: (a) announcement, (b) listing of groups, (c) judges' schedule

One week prior to event:
- Update rink manager on needs for competition and do a walkthrough if possible
- Send media release
- Be sure all competitor packet materials have arrived and begin filling packets
- Finish program contents and send to printer; if doing in house, this can wait until day before competition

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

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

Make it a fun day for all!