



## STANDARD NONQUALIFYING COMPETITION ANNOUNCEMENT INSTRUCTIONS

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U.S. Figure Skating is pleased to provide a standard nonqualifying competition announcement for any figure skating club hosting a U.S. Figure Skating Sanctioned competition. Host figure skating clubs using the same announcement templates provides the best experience for our athletes for the following reasons:

- ✓ Clarifies the competitive pipeline.
- ✓ Allows skaters to have the same program for all events and compete under exactly the same rules at any competition they attend.
- ✓ Provides better quality judging as judges do not have to read different rules at different competitions.
- ✓ Makes it easier for host clubs to put together announcements; it is a fill-in-the-blank process, so there's no need to worry about errors.

### HOW TO USE THE STANDARD ANNOUNCEMENT & GENERAL INFORMATION FOR COMPETITION CHAIRS

1. Download the document called "General Nonqualifying Competition Announcement" if you are holding a singles or multi-discipline event. Download the "Synchronized Skating ONLY Announcement" if you are only offering synchronized skating at your competition. This document becomes the template for your announcement.
2. Go through each section, filling in the parts highlighted in yellow, and following the instructions to personalize it to your competition.
3. Select the events that you would like to offer by choosing them from the list at [www.usfigureskating.org](http://www.usfigureskating.org). Host clubs may choose as many or as few events as they would like from the menu of options. In the template, the heading for each is listed. If you want to have an event, go to the appropriate Event Template, then copy and paste the table on that sheet with the levels and rules into your announcement. If you do not want an event, simply delete the heading.
4. Make sure that you add in any appropriate information for your area using the list of suggestions for "additional information" or "additional forms."
6. Use the Word document template to display the watermark with the U.S. Figure Skating logo reading "Standard U.S. Figure Skating Nonqualifying Competition." This will show that your event is a standard competition.
7. Determine your entry process and create your entry forms. In some cases this may include creating your own Word documents, or in other cases, using a third party (or even a club member) to create an online entry portal instead of entry forms.
5. Have your Chief Referee look over the announcement one more time to make sure it reflects everything you want.
6. Go through the sanction application process below so you can launch your competition!

## THE SANCTIONING PROCESS & ADVERTISING YOUR COMPETITION

Your competition may not be advertised, nor may your announcement be distributed until you have received a sanction from the appropriate Competitions Committee representative.

You may apply for a sanction as early as you like, however, it must be done at least 60 days prior to your event. The Competitions Committee representative will approve the final announcement, and most importantly, approve your date. The committee balances nonqualifying competitions to ensure that events are spread throughout the calendar in a particular region. Competitions that have previously had a date will get priority to host again on that date.

Click [here](#) to download a competition sanction application.

## COMPETITIONS COMMITTEE REPRESENTATIVES FOR SANCTION APPLICATIONS

Completed sanction applications to host standard competitions, not offering synchronized skating, must go to their Regional Vice Chair (RVC) of the Competitions Committee:

(For the 2014 season):

New England:	Allison Duarte	<a href="mailto:JADuarte@aol.com">JADuarte@aol.com</a>
North Atlantic:	Ilana Prusock	<a href="mailto:ilana.prusock@gmail.com">ilana.prusock@gmail.com</a>
South Atlantic:	Susan Miller	<a href="mailto:sgmiller1@comcast.net">sgmiller1@comcast.net</a>
Eastern Great Lakes:	Barry Doren	<a href="mailto:jbkadoren@aol.com">jbkadoren@aol.com</a>
Upper Great Lakes:	Kristen Arneson Cutler	<a href="mailto:Kristin.Arneseon@wellsfargo.com">Kristin.Arneseon@wellsfargo.com</a>
Southwest:	Lynn Bell	<a href="mailto:vlbteleco@aol.com">vlbteleco@aol.com</a>
Northwest Pacific	Mary Ann Wilcox	<a href="mailto:wilcoxmh@aol.com">wilcoxmh@aol.com</a>
Central Pacific	Mary Panyan	<a href="mailto:mpr4273@aol.com">mpr4273@aol.com</a>
Southwest Pacific	Julie Anne Keen	<a href="mailto:GR8RNP@yahoo.com">GR8RNP@yahoo.com</a>

All synchronized skating competitions must send their sanction application forms to their Sectional Vice Chair (SVC) of the Synchronized Competitions Subcommittee:

Eastern:	Ann Buckley	<a href="mailto:adbuckley@comcast.net">adbuckley@comcast.net</a>
Midwestern:	Charles Cope	<a href="mailto:cecope@comcast.net">cecope@comcast.net</a>
Pacific Coast:	Tiffani Shipley	<a href="mailto:tatayler@utah.gov">tatayler@utah.gov</a>

## APPROVAL PROCEDURE FOR HOSTING A BASIC SKILLS COMPETITION – BASIC SKILLS EVENTS ONLY

To improve the quality and uniformity of Basic Skills competitions, the Basic Skills Sub-Committee requires all Basic Skills competitions to follow the guidelines as set forth in the Basic Skills Competition Manual.

If you are hosting a nonqualifying competition that includes Basic Skills events, please forward the entire announcement to the appropriate RVC listed above and they will forward the Basic Skills portion to the Basic Skills area representative for standardization purposes.

The appointed Basic Skills representative for your region must approve these competitions before the announcement is made public.

Appointed Regional Basic Skills Competition Approval Representatives:

Upper Great Lakes:	Brigitte Carlson Roquet	<a href="mailto:brig811@aol.com">brig811@aol.com</a>
Southwest:	Susi Wehrli	<a href="mailto:swehrli@usfigureskating.org">swehrli@usfigureskating.org</a>
Eastern Great Lakes:	Suzy Malloure	<a href="mailto:MaKidsx4@aol.com">MaKidsx4@aol.com</a>
New England:	Michael Masionis	<a href="mailto:lceXpo@aol.com">lceXpo@aol.com</a>

Northwest Pacific:	Leslie Albright	<a href="mailto:sk8inginstructor@msn.com">sk8inginstructor@msn.com</a>
Central Pacific:	Katherine Moose	<a href="mailto:sk8tiemoose@yahoo.com">sk8tiemoose@yahoo.com</a>
Southwest Pacific:	Julie Patterson	<a href="mailto:juliep@coyotesice.com">juliep@coyotesice.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 to follow for approval:

1. Fill out the Basic Skills competition approval request form.
2. Email a copy of your competition announcement, application and approval request form to the approval representative for your region at least 30 days prior to the distribution of competition materials.
3. Do not distribute the announcement before obtaining approval.
4. Receive the official approval certificate for your competition from U.S. Figure Skating headquarters and post your competition on the U.S. Figure Skating website.
5. Display the certificate throughout the duration of the competition.

If you have any questions about hosting a Basic Skills competition, please contact U.S. Figure Skating headquarters at 719.635.5200 or [www.usfigureskating.org](http://www.usfigureskating.org).