Skating Shouldn’t Have to End When College Begins

U.S. Figure Skating’s Guide to Developing a Successful Collegiate Figure Skating Program
Dear Prospective Collegiate Skater,

Once upon a time, when skaters graduated from high school, they had to choose between a competitive figure skating career and a college education. With the inception of the U.S. Figure Skating collegiate program came the development of a number of options for college students of all abilities.

From the U.S. Collegiate Figure Skating Championships, a high-level competition for full-time college students at the junior and senior levels, to intercollegiate team figure skating to the highly developed collegiate synchronized skating program, there truly is a place for everyone.

This booklet will give you a taste of what it’s like to be a collegiate figure skater. It contains a brief overview of the programs, a list of colleges with current programs, information on how to develop a new program and a section on understanding and finding the competition rules.

We are confident that any figure skating athlete in the country can find a way to become involved and learn for him or herself why skating shouldn’t have to end when college begins!

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Section 1

GETTING STARTED
The Basics

Five years ago, there were only a handful of intercollegiate skating teams. Now, more than 50 schools participate in the collegiate program. It’s easy to join the collegiate program even if no club or team exists at your school.

If you want to participate in intercollegiate competitions and your college or university does not already have a skating team, all you need to do is go to www.usfigureskating.org and fill out and send in the Intercollegiate Figure Skating Competition Registration Form: http://www.usfigureskating.org/content/IntercollegiateRegistratio.pdf.

This will make you eligible for intercollegiate conference competitions.

Look online to find the Intercollegiate Competition Handbook and a link describing how to make a team brochure to advertise your school’s program.

If you want to register a synchronized skating team, all you need to do is go to www.usfigureskating.org and fill out and send in the Synchronized Skating Team Registration Form: http://www.usfigureskating.org/content/synchroregform.pdf.

To compete in the collegiate or open collegiate division, skaters must be members of U.S. Figure Skating (through any club) and be full-time students. Skaters wishing to compete at the collegiate level must pass juvenile moves before July 1 of the year the competition season begins.

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PRIORITY STEPS IN STARTING A COLLEGIATE FIGURE SKATING CLUB OR SYNCHRONIZED SKATING TEAM

A. The first and most important step to starting any kind of new program is to **visit your campus student activities department**. Obtain information, rules and procedures that govern how student organizations are run on campus. Spend some time discussing with university officials how your organization can fit in.

B. **Recruit other students** to help you build a plan and seek out a faculty advisor that will provide support and guidance.

C. **Create a Mission Statement.** What are the goals for your organization? What do you hope to accomplish? What are you going to bring to the university community and your members? Who are you and what are you about?

D. **Create a budget.** Make sure that you follow guidelines set out by your college/university. Remember that in your first year, you may receive limited, if any, funding from your school. Be prepared for team members to support the majority of the budget. Here are some things to take into consideration:

- Competitions: entry fees, transportation, housing, meals, practice ice
- Ice time
- Coaching
- Uniforms
- Costumes and practice clothes

E. Once you have permission from your college or university, **register with U.S. Figure Skating** by completing the Intercollegiate Figure Skating Registration Form or Synchronized Team Registration Form. If your skaters are not members of U.S. Figure Skating and don’t have a club to join, or if you would just like to start a club at your school, you can start a collegiate club using the Collegiate Club Membership Application in order to register them. All forms can be found at: [http://www.usfigureskating.org/MemberServices.asp?id=248](http://www.usfigureskating.org/MemberServices.asp?id=248).

(For a synchronized skating team to compete in the collegiate or open collegiate division, skaters must be full-time students. Skaters wishing to compete at the collegiate level must pass the juvenile moves in the field test before Dec. 1 of the current competition season/school year)

F. **Educate yourself** to the rules of the competitions you are entering. Rules and applications for intercollegiate conference competitions are found on U.S. Figure Skating Online and rules for synchronized skating are found in the current U.S. Figure Skating Rulebook.

G. **Develop a plan** for recruiting students on campus, and potential future students. Suggestions:

- Set up a booth at your university’s club sports fair
- Hang flyers and send e-mails—ADVERTISE!!
- Host open try-outs
- Conduct informational meetings
MANAGING A SMALL BUSINESS

RESPONSIBILITIES IN CLUB/TEAM MANAGEMENT

This is a list of responsibilities involved in running a collegiate figure skating club or collegiate synchronized skating team. Work should be divided between several officers with the understanding that the outlined list may need to be adjusted to suit your particular needs.

A. GENERAL OVERSIGHT (PRESIDENT)
- Serve as a liaison between the coach, club, college/university and faculty advisor
- Schedule ice time
- Serve as the spokesperson for the club/team and the officers
- Schedule and prepare an agenda for all officer and club/team meetings
- Communicate with U.S. Figure Skating and organizing committees for competitions
- Arrange ice shows/exhibitions with local arenas
- Order/purchase club/team items
- Organize social functions
- Serve as a liaison to the local U.S. Figure Skating club

B. FINANCIAL RESPONSIBILITIES (TREASURER)
- Learn and guide the club in abiding by all college/university financial policies
- Keep a detailed ledger tracking all of the financial transactions of the club/team
- Collect and deposit dues
- Keep a ledger detailing each member’s financial obligations
- Allocate money for purchases
- Create the annual budget
- Organize fundraisers
- Pay all club/team bills

C. ADMINISTRATIVE RESPONSIBILITIES (SECRETARY)
- Record & distribute minutes from all meetings
- Distribute a monthly calendar to members detailing all club/team activities
- Distribute a club/team roster and phone / e-mail list
- Complete and send in all competition applications
- Make sure that all club/team members have renewed their U.S. Figure Skating membership
- Keep a file with a photocopy of each club/team member’s U.S. Figure Skating card and student ID number
- Register/renew your collegiate club, intercollegiate club, synchronized skating team
- Travel Arrangements
  - Book hotel rooms
  - Arrange for transportation: airline tickets, busses, vans, etc.
  - Prepare a competition schedule for all club/team members

D. PUBLICITY AND COMMUNICATIONS (VICE-PRESIDENT)
- Communicate with other member schools for ideas and support
- Create advertising materials for the club/team
- Serve as the contact for incoming or interested students
- Distribute information to prospective future students
- Coordinate recruiting efforts
- Make sure that your school is listed correctly on U.S. Figure Skating Online
TIME AFTER TIME: A SAMPLE TIMELINE FOR A COMPETITIVE SEASON
(INTERCOLLEGIATE TEAM SKATING)

Listed is a sample of a timeline for an intercollegiate skating team. Realize that you will need to adjust this
timeline to suit the needs of your college/university.

A. Spring Semester: Preparation for the Coming Season
- Make coaching and ice time arrangements
- Purchase club ice or locate rinks where your skaters can practice
- Start selecting music and costumes
  - If skaters need new programs, they should select music BEFORE summer so that they
can practice at home and be ready for the next school year
  - If skaters cannot afford to purchase costumes, pool old costumes together. Lots of
collegiate skaters share previously worn costumes in good condition. Create a wardrobe
collection to bring to competitions
- Follow up with recruiting efforts of incoming students
  - Host an informational meeting to find out who is returning, who is graduating and who
    wants to join
  - Make sure everyone’s contact information is current
- Establish budget for next season
- Register your team with the appropriate campus organization department.
- Write or revise your constitution and bylaws
  - What are the goals of your organization?
  - What commitment do you expect of your members?
  - What are the consequences for members not abiding by the rules?
  - How are you going to meet your goals?
- Elect officers
- If at all possible, send a representative to the U.S. Figure Skating annual Governing Council
  meeting in May.
- Collect summer contact information from all skaters, prospective skaters and coach.

B. Summer months
- Send a newsletter to all skaters and prospective skaters with information about the season
- Select a date for the first practice, meeting and team social event
- Phone and/or email each member to make sure they know about the dates
- Make sure your ice arrangements are set
- If there is a U.S. Figure Skating club in the area of your college/university, contact them and
  let them know of your season plans
- Prepare to have a table at the student activities fair
- Organize an on-campus recruiting plan
- Select team warm-ups and practice outfits for team maneuvers

C. September
- Send in an application to become a collegiate club or renew your present membership
- Hold first practice, introductory meetings
- Pay close attention to any rules or regulations that your school may have.
On campus recruiting
Start fund raising efforts—try to have at least one fall fundraiser and one spring fundraiser

D. October
- Start ordering your team apparel
- Make sure that all team members renew their U.S. Figure Skating membership. Collect photocopies of membership cards
- Continue fund raising efforts
- Inquire/register for the first intercollegiate competition in your conference
- Research housing and transportation arrangements for intercollegiate competition

E. November
- Watch entry deadlines for upcoming intercollegiate competitions
- Make sure your costumes are finished
- Solidify any plans for December/January events

F. December
- Put together a recruiting package for potential new students
- Obtain contact information from all of the team members for winter break
- Set practice/meeting schedule for after break
- Solidify any travel plans for January competitions

G. January
- Prepare for first or second competition
- Have team meeting to discuss competition expectations/behavior/dress code if this is the first competition

F. February
- Enter another intercollegiate competition and begin preparing for the U.S. Intercollegiate Team Skating Championships if you qualify
- Most of your efforts will go towards preparing for the U.S. Intercollegiate Team Skating Championships both on and off the ice. Here are some things that should have been taken care of:
  - Air transportation
  - Booking hotels
  - Ground transportation
  - Practice ice
  - Social activities
  - School absence request letters
- Create and distribute a guidebook about the competition for all of the team members including:
  - Tentative schedule
  - Transportation and housing information
  - Dress code
  - Social activities
  - Schedule of other events
  - Expectations
E. March
- Obtain a letter from your team’s faculty advisor about missed classes during the U.S. Intercollegiate Team Skating Championships
- Compete at U.S. Intercollegiate Team Skating Championships
- Contact school/local newspaper to announce that you will be competing in a national figure skating competition
- Following the competition report your placement to the school and contact local media
  ➢ This will help your team get exposure and hopefully new members!

F. April/May
- Continue to practice/unite as a team
- Conduct a social outing/get-together
- Have a meeting to discuss the year
  - Was it a success?
  - What was done well; what needs to change?
  - How should you go about recruiting more members?
  - How can you improve as a team?
- Study for final exams/focus on school
- RELAX!!!
IT’S ALL ABOUT TIMING: A SAMPLE TIMELINE FOR A COMPETITIVE SEASON (Synchronized Skating)

Listed is a sample of a timeline for a collegiate synchronized skating team. Realize that you will need to adjust this timeline to suit the needs of your college/university.

A. Spring Semester: Preparation for the Coming Season

- Make coaching and ice time arrangements
- Start selecting music and costumes
- Follow up with recruiting efforts of incoming students
- Establish budget for next season
- Register your team with the appropriate campus organization department.

If this is your first year, make sure that you become familiar with all of the different types of student organizations. Set up appointments with the people in charge of each and pursue the one that best fits your needs.

Some examples of organizations are:
- Varsity sports
- Club sports
- Student organizations and clubs

**Hint #1** It is extremely important that you choose the most appropriate route for your club through research. For example, while being a varsity sport is desirable for some schools, it may not be the best approach for all. Find out what your most realistic options are, and spend your time and energy there. If your college/university is not interested in more varsity sports, you will be wasting valuable time trying to get money from the athletic department.

**Hint #2**: Make sure that you understand and follow all of the rules of the college/university, and that your club presents itself as organized and efficient. Officials in charge of distributing money to student organizations often complain of students’ lack of professionalism and organization. Be diplomatic and reasonable with college/university officials. If you are not satisfied with results, politely ask what other avenues you should pursue.

- Write or revise your constitution and bylaws
  - What are the goals of your organization?
  - What commitment do you expect of your members?
  - What are the consequences for members not abiding by the rules?
  - How are you going to meet your goals?
- Elect officers
- If at all possible, send a representative to the U.S. Figure Skating annual Governing Council meeting in May.
- Collect summer contact information from all skaters, prospective skaters and coach.
B. Summer months

- Officers should be in contact with coach about plans
- Send a newsletter to all skaters and prospective skaters with information about the season.
- Select a date for the first practice, meeting and team social event.
- Phone and/or e-mail each member to make sure they know about the dates.
- Make sure your ice arrangements are set
- If there is a U.S. Figure Skating club in the area of your college/university, contact them and let them know of your season plans
- Prepare to have a table at the student activities fair
- Organize an on-campus recruiting plan
- Have music edited
- Finish costume design
- Select practice outfits

C. September

- Submit your Synchronized Team Registration form to U.S. Figure Skating by Oct. 1.
- Send in an application to become a collegiate club or renew your present membership
- Hold try-outs, first practice, introductory meetings
- Pay close attention to any rules or regulations that your school may have.
- On campus recruiting
- Decide when you are going to finalize your roster.
  - Note: September is often the busiest, most frustrating and challenging month. Your main goal for this month should be getting your team established. You may want to hold "open practices" for a set period of time to encourage skaters to try the team and to decide where you stand before closing the option of having new skaters join. A good time frame is usually the first three or four weeks of school. This will change depending upon your numbers. The more you have in the beginning, the stricter you can afford to be.
- Start fund raising efforts
- If you are in close proximity to a U.S. Figure Skating club, contact an officer and ask to attend a meeting. They may be a valuable resource for you.

D. October

- Finalize your team roster
- Start ordering your team apparel
- Make sure that all team members renew their U.S. Figure Skating membership. Collect photocopies of membership cards
- Continue fund raising efforts
- Make final decisions in competition entry
- Research housing and transportation arrangements for nonqualifying competitions, sectional championships and the U.S. Synchronized Skating Championships

E. November

- Qualifying entry form
  - Will be sent automatically to designated team contact person
  - The deadline for entry is DEC. 1. No exceptions are made to this deadline.
Watch entry deadlines for nonqualifying competitions
Make sure your costumes are finished
Solidify any plans for December competitions or events

F. December
- Skate in a holiday show or at a hockey game
- Enter first nonqualifying competition
- Put together a recruiting package for potential new students
- Obtain contact information from all of the team members for winter break
- Set practice/meeting schedule for after break
- Solidify any travel plans for January competitions

G. January
- Prepare for first or second competition
- Have team meeting to discuss competition expectations/behavior/dress code if this is the first competition
- Compete in your respective sectional championship
  - Finish in the top four at sectionals to qualify to compete in the U.S. Synchronized Championships
- Complete the announcement for the U.S. Synchronized Championships if you finished in the top four in the sectional competition
  - You have 48 hours to complete once it is received
  - It will be distributed to teams competing at the sectional championships.
  - Be prepared to pay for all expenses up front. These include extra practice ice and any souvenirs, pictures and videos team members want to purchase
  - Teams that do not finish in the top four, continue to compete in nonqualifying competitions.
- Solidify all travel arrangements for the U.S. Synchronized Championships

F. February
- Enter another competition to prepare for the U.S. Synchronized Championships, if your budget permits. Make necessary arrangements.
- Prepare marketing / recruiting information to bring to the U.S. Synchronized Championships. It can be 8-1/2 x 5-1/2" one or two sides, or 8-1/2 x 11, folded in half to have four 8-1/2 x 5-1/2 pages.
- Most of your efforts will go towards preparing for the U.S. Synchronized Championships both on and off the ice. Here are some things that should have been taken care of:
  - Air transportation
  - Housing
  - Ground transportation
  - Practice ice
  - Social activities
- Compete in the U.S. Synchronized Championships
- Create and distribute a guidebook about the competition for all of the team members including:
  - Tentative schedule
➢ Transportation and housing information
➢ Dress code
➢ Social activities
➢ Schedule of other events
➢ Expectations

☒ Obtain a letter from you team’s faculty advisor about missed classes during the U.S. Synchronized Championships to distribute to professors.
☒ Contact school/local newspaper to announce that you will be competing in a national competition
☒ Following the competition, report your placement to the school and contact local media.

G. March

☒ Take two weeks off and relax!!!
Section 2

FINDING AND UNDERSTANDING THE U.S. FIGURE SKATING RULES
FINDING AND UNDERSTANDING THE RULES

As a competitor and member of U.S. Figure Skating, your most useful tools are the most current edition of the rulebook and U.S. Figure Skating Online. All rules concerning competitions are available in either one of those places.

A. SYNCHRONIZED TEAM SKATING

Rules: Rules for collegiate synchronized team skating are governed by the Synchronized Skating Committee. Collegiate and open collegiate are levels within the competitive pipeline of synchronized team skating and all rules pertaining to program composition, length and competition rules can be found in the current U.S. Figure Skating rulebook as follows:

- Eligibility to compete, rosters, etc.: 3080-3096
- Conduct of competitions, costumes, etc.: 3560-3598
- Marking of program, falls, etc.: 2080-2103
- Registration, byes, etc.: 3190-3202
- Entries, alternates, cross skating, etc.: 3250-3261
- Qualifying Rounds and Seeding: 3310-3314
- Draws: 3340-3354
- Music: 3505-3517
- Warm-up Periods: 3530-3542

Announcement: Announcements and entry forms for qualifying competitions (sectional championships and the U.S. Synchronized Skating Championships) will be sent to all registered teams. Announcements for nonqualifying events must be obtained from the LOC of the event you wish to enter. For intercollegiate conference competitions, there is an entry form for the synchronized event included. This is found on U.S. Figure Skating Online.

B. INTERCOLLEGIATE FIGURE SKATING/CONFERENCE COMPETITIONS

Rules: The rules for intercollegiate figure skating competitions are governed by the U.S. Figure Skating Collegiate Program Committee. You will not find them in the rulebook. They are found on U.S. Figure Skating Online in the collegiate section, at this URL: http://www.usfigureskating.org/Programs.asp?id=45.

They are printed in the announcement for competitions.

Announcement: At the start of each season, the Collegiate Program Committee solidifies any rule changes from the previous season and publishes one common announcement and application for every intercollegiate figure skating competition, including the U.S. Intercollegiate Team Skating Championships.

This announcement/application is posted on U.S. Figure Skating Online at the URL above, and remains throughout the season. Competitors print it and mail it to the LOC chair of the competition they wish to enter. The event schedule and contact information is also found at the above URL.

Overview of the competitive structure: The country is divided into three (3) conferences: Eastern, Midwestern and Pacific Coast. These conferences reflect the standard U.S. Figure Skating sections. Teams may compete only in competitions within their geographic conference. Students may compete for only the university which they currently attend. There are typically three
intercollegiate conference competitions held in each conference throughout the season, and athletes and teams earn points for their team by placing in the top five. At the end of the season, the top three teams in each conference will compete at the U.S. Intercollegiate Team Skating Championships in the spring.

Sometimes, there are only two intercollegiate conference competitions per academic year due to financial constraints or limited availability of ice and other resources. If this is the case, the rules follow as if there were three intercollegiate conference competitions. Skaters are still awarded the same amount of points, which are calculated and the top three teams still advance to the U.S. Intercollegiate Team Skating Championships.

General entry rules (see announcement for specific rules):

- There is no minimum number of skaters required to represent a college/university.
- Skaters MUST represent the college/university they attend.
  - This is different for synchronized skating—individuals may skate for synchronized skating teams from different universities, but in the singles events, skaters MAY NOT skate for any university other than that which they attend.
  - Skaters from one team may practice, travel, lodge and take lessons with skaters from another team, but when the skater’s name is announced at the competition, he or she will represent the college/university in which he or she is enrolled as a full-time student.
- All skaters must be full-time undergraduate or graduate students with a high school diploma or equivalent.
- Each college/university may have no more than 35 starts in each competition.
- Each college may have no more than five starts in a senior-level event, or no more than three in any other event
- The rules for program length and content follow the U.S. Figure Skating Rulebook as closely as possible, with exceptions noted in the announcement. The following events are offered:

  ✓ Free Skate: Preliminary – senior
  ✓ Short program: Intermediate – senior
  ✓ Solo dance: Preliminary – senior
  ✓ Team maneuver: Low; intermediate; high
  ✓ Synchronized skating: Open Collegiate and Collegiate
RESOURCES FOR COLLEGIATE SKATERS AND TEAMS
MANAGING YOUR INTERCOLLEGIATE TEAM: SUGGESTIONS FOR SUCCESS

- **Communication**
  - As a team leader, it is very important that you communicate with your team and facilitate discussion among members.
  - Make sure you have an updated contact sheet with everyone’s information. Include:
    - Home phone number
    - Cell phone number
    - Address
    - E-mail
    - Events the skater wishes to compete (short program, free skate, dance, maneuvers, all of the above) and desired level for each event
    - Most recent tests skater has passed

- **Awareness**
  - Find out where intercollegiate competitions take place EARLY so you can make travel arrangements.
  - Check U.S. Figure Skating Online frequently for competition announcements and news about collegiate skating.
  - Make sure all your skaters know which dances are offered at each competition so they can prepare ahead of time.
    - Also, read the competition announcement to find out if one or two dances will be skated.
    - If you cannot find this information, contact the LOC of the competition and ask so your skaters are not surprised on the day of the competition.
  - Always look for opportunities to increase funding/involvement.
  - Listen to team members and try to help them.
    - If members are having conflicts, do your best to resolve them fairly.
    - Make sure no one feels left out—you will function better as a team and you will meet more success at competitions if you work well together on and off the ice.
    - If something isn’t working, change it!

- **Making Travel Arrangements**
  - Choose a responsible, organized individual to make travel arrangements, or make them yourself.
Contact the LOC to find out which hotels have blocked rooms for the event
  - Certain hotels may offer group discounts, AAA discounts or student discounts
Research several options of transportation to find the most cost-effective way to get your team to the competition
  - You don’t always have to fly. Check with your college or university—you might be able to rent vans or buses that you can drive for FREE or a minimal cost
  - If you do fly, check multiple websites for ticket prices, and check prices leaving a day earlier/returning a day later. Ask if there is a STUDENT DISCOUNT price.
Make sure the team members pay whoever books the tickets if they do not buy their tickets individually.
Contact the other teams in your conference and inquire about their travel plans.
  - Teams may opt to travel together to get group rates on flights or to carpool
  - Another team may have found a cheap flight or hotel that you don’t know about! Don’t be afraid to use your resources.

Creating more competitive opportunities
Sometimes schools require a minimum amount of competitive events for you to keep your status as a university club sport
  - If the two or three conference competitions are not enough to maintain your status, enter your team in local nonqualifying competitions
  - You can contact the LOC of the local nonqualifying event and ask if you can bring your team. They will be glad to have you!
    - Ask if you can set up a booth in the lobby. At your booth, have posters and information about your school’s program. This will give you exposure and will make younger skaters and parents aware that collegiate skating exists.
    - Most local competitions will be very excited to see collegiate skaters at their events. It gives officials hope that club membership will be maintained and gives younger skaters something to look forward to.
    - Thus, MAKE A GOOD IMPRESSION, and be on your best behavior!
- How to exist as the sole member of your school’s team
  - If you are the only one from your college or university participating in intercollegiate events, or if you have a small team, doing the work to maintain your status as a club sport may seem cumbersome—BUT YOU CAN DO IT!
  - Complete tasks step by step
    - Contact friends at other universities if you are starting a program and have questions
    - Refer to the guides offered on U.S. Figure Skating Online
    - Plan ahead and find out about events. The nice thing about being on a large team is that if you are not in charge, everything will be done for you. The nice thing about being on a small team is that YOU are in control and can set up the program so that it suits your needs best!
  - Be realistic
    - Realize that if you are on a very small team, you will be unlikely to advance to the U.S. Intercollegiate Team Skating Championships—but you can still have fun, meet new people and continue to develop your own skating. Use the intercollegiate conference competitions to supplement your participation in nonqualifying competitions, regional championships or U.S. Collegiate Championships
COMMUNICATING WITH YOUR TEAM

As a coach, team manager, team officer or other representative of your intercollegiate or synchronized skating team, one of your primary responsibilities is communicating with and educating the athletes who are members of your organization. The most common disagreements between team management and athletes stem from miscommunication, and it is also one of the leading causes for skaters to leave a team.

Some of the responsibilities for communication and education by the management team, including the coach, include:

- Education on the structure of intercollegiate or synchronized skating and U.S. Figure Skating. Participants have a right to understand where their team fits into the big picture.
- Education on the competitive expectations of a team at their level. Participants have a right to understand what to expect at competitions.
- Education on the rules and judging of intercollegiate and/or synchronized skating.
- Clear communication of all the responsibilities and expectations that come with being a member of your team. This includes financial expectations.
- Clear communication of the consequences to athletes for not meeting these expectations and responsibilities.
- Information on how to learn more about the sport.

SAMPLE DOCUMENTS TO HELP YOU COMMUNICATE

The following samples are included for your team to use in planning for the upcoming season:

A. Sample agenda for a first team meeting
B. Sample team contract
C. Sample team agreement

Please note that the samples included are just that: samples. There is no right or wrong way to write a team agreement and/or team contract. Use the samples as a guideline and tailor the content to what is important to YOUR own organization and YOUR team goals. The main reasons for a team contract and/or team agreement are:

- The athletes must understand their commitment to the team
- The athletes must understand what is expected of them
- The athletes must understand the roles of the coaches and management team
- The athletes must understand the cost
- The athletes must understand the team policies and consequences for not following them

SAMPLE AGENDA FOR A TEAM MEETING

The following is a sample agenda that can be used for a first team meeting. You will need to tailor it to suit your own team and club. The key things to remember are that you should be very up front and clear about what it means to be a member of the team, and what is expected of all participants.
AGENDA

1. Welcome: A brief history of the team/sport if those in attendance are new.

2. Goal of the team:
   What is the team striving for this year (i.e. certain performance, attendance at a particular competition, improve upon placement from last season, have fun, etc.)

3. Selection of team members:
   - Will there be team tryouts? If so, how will tryouts be run?
   - Who will select the team members?
   - Required skating skill level?
   - What is this person looking for?

4. Expectations of team members:
   - Attendance policy for practice
   - Attendance policy for competition
   - Behavior, effort and attitude
   - Equipment care (skate sharpening, boots, blades, etc.)
   - Consequences for not meeting expectations

5. Financial commitment
   - Team dues and other team costs
   - Discuss how the budget is created and who is responsible for managing it
   - Consequences for missing payments/late payments

6. Competitions & travel policy
   - What competitions the team expects to attend
   - Overview of expectations of skaters at events (set date for further discussion)

7. Roles & responsibilities of all involved
   - Responsibilities of each officer, team manager, etc.
   - Responsibilities of the coaches
   - Responsibilities of the athletes
   - Procedure for communication with coach and/or management discussing problems

MIAMI UNIVERSITY

US FIGURE SKATING

Collegiate Skating
SAMPLE INTERCOLLEGIATE SKATING TEAM CONTRACT

Skating on a competitive intercollegiate skating team requires you to make a personal commitment to the team and its members as well as your individual skating. A team can only function as a unit with all of its members working together to achieve success. One person’s lack of commitment can hinder that unit. Intercollegiate skating can be very rewarding, as you will meet new people and travel to different cities. You will have an opportunity to share your love for the sport with your teammates, and that can be an amazing experience. However, this success will not come without dedication, hard work, self-discipline and perseverance. The commitment that you have in bettering your individual skating, the dedication you have to your teammates and coaches, and the work you put into practices will indeed set you on the road to success. We welcome you to our intercollegiate team skating program and wish you a year full of successful opportunities and learning experiences.

ELIGIBILITY
All skaters must be eligible members of U.S. Figure Skating.

All skaters must be members of the college/university club.

All skaters must be full-time students at a college or university (undergraduate or graduate).

All skaters must take private lessons from a coach of his or her choice who is a member in good standing of U.S. Figure Skating and the Professional Skaters Association (PSA). The skater must also practice individually a minimum of two sessions per week.

PRACTICE
PRACTICE ICE All skaters are expected to be on time for all schedule practices. This means off-ice as well as on-ice practices. Please be to the rink at least 10 minutes before the scheduled practice time.

BEHAVIOR Progress can only be made with a cooperative and respectful practice environment. There will be no derogatory comments to teammates/coaches or foul language during practice sessions. Those that engage in these behaviors will be asked to leave the ice for the rest of the practice session and will not be given a refund for that time lost.

ATTENDANCE Attendance at practice, fundraising and competitive events is imperative for the success of this team. We ask that you take responsibility for your important position on this team and attend practices.

COMPETITIONS
The coaches/management will register for competitions and communicate dates to team members.

BEHAVIOR AND APPEARANCE

A. Skaters are required to be at ALL scheduled competitions. If skaters only participate in one intercollegiate conference competition and the team qualifies for the U.S. Intercollegiate Team Skating Championships, those skaters will not qualify to attend.

B. Skaters are asked to display good sportsmanship at ALL times. We are all here to
enjoy this sport, which signifies teamwork and cooperation. Be encouraging to fellow competitors and supporting of all who are in attendance.

**COSTUMES AND EQUIPMENT**
A. Skaters are required to have their own skates and maintain them regularly with sharpening.
B. Skaters are required to purchase a practice dress and competition dress for each season.
C. Skaters are required to purchase the official team warm-up suit. These will be used from year to year and may change after a few years.
D. Skating bags and garment bags will be available for skaters to purchase. These items are optional.

**FUNDRAISING**
There are a number of fundraising opportunities during the year for those interested. You will be informed of these as the season starts. The vice president is our fundraising contact person. Participating in fundraising is optional; however, those who choose not to participate will be asked to make a financial contribution to the team to cover their share of the fundraising efforts.

**DUES**
All skaters are required to pay yearly dues in order to maintain their status as active members of the collegiate club. Please see the treasurer’s report for more details. Failure to pay dues in a timely fashion based on payment schedule may result in termination from the team.

**OFFICERS**
A. There will be four officers that work together to manage all details for the team.
B. These officers and their description of jobs are listed in the welcome packet for all new members.
C. The team manager will enforce ALL rules at practice and competitions. The team manager has every right to know where all skaters are at all times at the competition and to communicate any behavior problems that may arise.

**DISCIPLINE PROCEDURES**
A skater may be immediately terminated from the team for theft, lying, unsportsmanlike behavior or any other behavior deemed unethical by the university or club sports committee.

**SIGNATURE:**
I have read and understand the above conditions and agree to abide by the rules set by the team and the club sports committee. I will execute ethical behavior in accordance with the rules of the club and university.

____________________________________  __________________________
Athlete                                      Date
SAMPLE ROLES/RESPONSIBILITIES TEAM AGREEMENT

ATHLETES
- Give 100% at every practice
- Understand how they contribute to the team and follow through with their commitment
- Respect the management team and the decisions they make
- Respect their teammates
- Understand they may not always get their way
- Understand the decisions may need to be made in the best interest of the entire team

COACHES
- Put every effort into ensuring the success of the team
- Make all major team decisions – this includes but is not limited to:
  ✓ Practices
  ✓ Competitions
  ✓ Travel
  ✓ Costumes, music and choreography
  ✓ Team selection
  ✓ Team level
  ✓ Rules for practice and competition
  ✓ Discipline for breaking rules
- Make all decisions in the best interest of the team "as a whole."

OFFICERS
- The prime supporters of the team
- Take care of details so that the skaters can focus their efforts on the ice
- Have an open line of communication with the coaches and skaters
- Be an avid supporter of the coaches
- Keep everyone informed

PLEASE SIGN BELOW, DETACH AND SEND IT WITH THE REST OF THE PAPERWORK

I have read and understand the roles of the intercollegiate skating team in the team agreement and am fully prepared to support the structure of this team.

____________________________________
Athlete signature
**INTERCOLLEGIATE TEAM SKATING BUDGET WORKSHEET**

**Section 1: EQUIPMENT AND CLOTHING**

*You may choose to let individual members control their own finances, but you should still be aware of how much you are intending to spend so that you can present your sample budget to new potential members.*

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST PER UNIT</th>
<th>NUMBER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competition dress</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tights</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice dress for team maneuvers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warm-up suit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make-up and accessories</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team apparel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skate bags</td>
<td></td>
<td></td>
<td></td>
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</table>

TOTAL $ _______________

**SECTION 2: TEAM EXPENSES**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
<th>NUMBER</th>
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</thead>
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<tr>
<td>U.S. Figure Skating Team Registration</td>
<td>$10</td>
<td>1</td>
<td>$10</td>
</tr>
<tr>
<td>Recruiting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $ _______________

---

**US FIGURE SKATING**

**Collegiate Skating**
SECTION 3: COMPETITION EXPENSES

*Note:* You should prepare this budget item for each of the competitions that your team plans on attending.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
<th>NUMBER</th>
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</thead>
<tbody>
<tr>
<td>Entry fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice ice fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel rooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation (bus, airline tickets, cars)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

**TOTAL** $_______________

SECTION 4: ADDITIONAL EXPENSES

In this category, budget for additional expenses and programs that your team might want to do. These are all optional type activities that may enhance the performance of your team. The officers, team and coach should decide what you can afford and what your priorities will be.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
<th>NUMBER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialty coach</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Off–ice training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team-building/ sports psychology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social activities</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Additional team clothing</td>
<td></td>
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</table>

**TOTAL** $_______________
Section 4

Appendix
## RESOURCES GUIDE

<table>
<thead>
<tr>
<th>What</th>
<th>Description</th>
<th>How to get it</th>
</tr>
</thead>
</table>
| U.S. Figure Skating Rulebook        | Find all rules governing synchronized team skating and the U.S. Collegiate Championships | ➢ Call U.S. Figure Skating Headquarters: 719.635.5200  
➢ Through you local club |
| U.S. Figure Skating Directory       | Lists all contacts including HQ, committees and officials. Locate judges in your area. | See above – comes with your U.S. Figure Skating rulebook. |
| U.S. Figure Skating Online          | Find the latest news and updates about synchronized skating and collegiate skating  
• A list of schools with skating programs  
• College news  
• Collegiate competition results | www.usfigureskating.org |
<p>| Collegiate Club Membership Application | Application needed to register a club at a college or university | <a href="http://www.usfigureskating.org/Content/Collegiate%20Club%20Application.pdf">http://www.usfigureskating.org/Content/Collegiate%20Club%20Application.pdf</a> |
| Intercollegiate Team Competition Entry Form | Form needed to register an intercollegiate team | <a href="http://www.usfigureskating.org/content/IntercollegiateRegistration.pdf">http://www.usfigureskating.org/content/IntercollegiateRegistration.pdf</a> |
| Synchronized Skating Team Registration Form | Form needed to register a synchronized skating team | <a href="http://www.usfigureskating.org/content/synchroregform.pdf">http://www.usfigureskating.org/content/synchroregform.pdf</a> |
| Synchronized Skating Team Directory | A list of synchronized skating teams in the U.S. and their contact information | <a href="http://www.usfigureskating.org/content/sys-directory.pdf">http://www.usfigureskating.org/content/sys-directory.pdf</a> |</p>
<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of colleges and universities with synchronized skating teams and figure skating programs</td>
<td>Colleges and universities in the United States that have contacted U.S. Figure Skating with information about their programs.</td>
<td><a href="http://www.usfigureskating.org/Content/colleges.pdf">http://www.usfigureskating.org/Content/colleges.pdf</a></td>
</tr>
<tr>
<td>Intercollegiate Competition Announcement</td>
<td>Find all the rules for the season’s intercollegiate team figure skating competitions and the common application</td>
<td><a href="http://www.usfigureskating.org/content/IntercollegiateCompetitionsAnnouncementandRules.pdf">http://www.usfigureskating.org/content/IntercollegiateCompetitionsAnnouncementandRules.pdf</a></td>
</tr>
<tr>
<td>Starting and Managing a Successful Synchronized Skating Team</td>
<td>A booklet that will guide teams through the steps to managing and developing all aspects of a synchronized team skating program</td>
<td><a href="http://www.usfigureskating.org/content/Starting%20&amp;%20Managing%20a%20Team.pdf">http://www.usfigureskating.org/content/Starting%20&amp;%20Managing%20a%20Team.pdf</a></td>
</tr>
<tr>
<td>Synchronized Skating Team Managers Manual</td>
<td>A guidebook complied by team managers of top U.S. synchronized teams to help start and run a successful synchronized team.</td>
<td>Call HQ at 719.635.5200&lt;br&gt;Send an e-mail to the U.S. Figure Skating order dept.: <a href="mailto:info@usfigureskating.org">info@usfigureskating.org</a></td>
</tr>
<tr>
<td>U.S. Synchronized Skating Promotional Video and Collegiate Synchronized Skating Videos</td>
<td>A short video about synchronized team skating to be used for educational or recruiting purposes.</td>
<td>Call HQ at 719.635.5200&lt;br&gt;Send an e-mail to the order dept.: <a href="mailto:info@usfigureskating.org">info@usfigureskating.org</a></td>
</tr>
<tr>
<td>Sponsorship Information and Suggestions Packet</td>
<td>An informational packet put together by U.S. Figure Skating to assist teams and athletes in obtaining private and corporate sponsorship</td>
<td><a href="http://www.usfigureskating.org/Athletes.asp?id=325">http://www.usfigureskating.org/Athletes.asp?id=325</a></td>
</tr>
<tr>
<td>Support letter for forming a collegiate synchronized team</td>
<td>A letter from the president describing the benefits of forming a collegiate synchronized team</td>
<td><a href="mailto:info@usfigureskating.org">info@usfigureskating.org</a></td>
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</tbody>
</table>
## RESULTS PAGE

### 2009 U.S. COLLEGIATE CHAMPIONSHIPS
Ardmore, Pennsylvania

**SENIOR LADIES:**

<table>
<thead>
<tr>
<th>Place</th>
<th>Name</th>
<th>Points</th>
<th>SP</th>
<th>FS</th>
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<tbody>
<tr>
<td>1</td>
<td>Chelsea E Morrow, Greater Grand Rapids FSC</td>
<td>126.24</td>
<td>2</td>
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<tr>
<td>2</td>
<td>Tatyana Mikhaylovna Khazova, Broadmoor SC</td>
<td>114.94</td>
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<tr>
<td>3</td>
<td>Lynzee J Broussard, Greater Grand Rapids FSC</td>
<td>108.35</td>
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<tr>
<td>4</td>
<td>Kristina K Struthwolf, Utah FSC</td>
<td>107.68</td>
<td>5</td>
<td>2</td>
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<tr>
<td>5</td>
<td>Allison P Bereswill, Houston FSC</td>
<td>104.60</td>
<td>7</td>
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SENIOR MEN:

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<th>Points</th>
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<th>FS</th>
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<tbody>
<tr>
<td>1</td>
<td>Jason Y Wong, SC of Boston</td>
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<tr>
<td>2</td>
<td>Michael J Solonoski, University of Delaware FSC</td>
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<tr>
<td>3</td>
<td>Osadolo O Irowa, DuPage FSC</td>
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2009 U.S. INTERCOLLEGIATE TEAM SKATING CHAMPIONSHIPS
Colorado Springs, Colorado

<table>
<thead>
<tr>
<th>Place</th>
<th>Team</th>
<th>Points</th>
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<tbody>
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<td>1</td>
<td>Boston University</td>
<td>95</td>
</tr>
<tr>
<td>2</td>
<td>University of Delaware</td>
<td>83</td>
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<tr>
<td>3</td>
<td>Dartmouth College</td>
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<tr>
<td>4</td>
<td>Miami University</td>
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<td>5</td>
<td>Indiana University</td>
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<tr>
<td>6</td>
<td>Michigan State University</td>
<td>25</td>
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<tr>
<td>7</td>
<td>University of Denver</td>
<td>18</td>
</tr>
<tr>
<td>8</td>
<td>University if CO Boulder</td>
<td>15</td>
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<tr>
<td>9</td>
<td>North Lake College</td>
<td>10</td>
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</table>
### 2009 U.S. SYNCHRONIZED SKATING CHAMPIONSHIPS — COLLEGIATE
Portland, Maine

<table>
<thead>
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<th>Place</th>
<th>Name</th>
<th>Points</th>
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<tbody>
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<td>1</td>
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<td>Univ of Illinois(C), Univ of Illinois at Urbana-Champaign</td>
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<td>3</td>
<td>Michigan State Univ Team(C), Michigan State University</td>
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<td>4</td>
<td>University of Delaware(C), University of Delaware FSC</td>
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<td>5</td>
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<td>Western Michigan Univ(C), Western Michigan Univ SC</td>
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<td>The Colonials(C), Colonial FSC</td>
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<td>10</td>
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