

**OUA Figure Skating  
RULES AND REGULATIONS and  
CHAMPIONSHIP HANDBOOK**

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## 2010 OUA Figure Skating Championships Costs and Deadlines

- The host institution must declare with the OUA office the OUA Championship date(s) by June 1<sup>st</sup> (August 1<sup>st</sup> in 2010)
- Intent to Compete – institutions must initially declare their intent to compete at the May OUA AGM.
- Confirmation to Compete or Enter - The school will commit to the championship event 30 days prior to the championship by submitting an entry to the host.
- Registration forms and fees are due 30 days prior to the Championship each year – exact dates will be located within the Championship bulletin.
- Entry Fees – \$50.00 per skater for the 1<sup>st</sup> event entered and \$10.00 for each additional event entered. The max. cost per athlete would be \$80.00 (\$50.00 for the 1<sup>st</sup> event and then \$10.00 each for 3 additional events)
- Registration forms will not be accepted without the accompanying fee.
- Substitutions are accepted up to 24 hours prior to the start of the event.
- Entry and roster forms are included in the Appendix of this Handbook

## **SECTION A**

### **Governance, Categories, Definition, and Registration/Entry Format**

#### **1. Governance**

- 1.1. The OUA Championships will be governed by the sport specific rules and regulations outlined in this document.
- 1.2. All OUA Championships are governed by the OUA in accordance with the By-Laws and playing regulations set forth in the OUA constitution and the OUA Sport Operations Manual.

#### **2. Categories of Play**

- 2.1. OUA events will be played in the following categories:
  - 2.1.1. Women - 13 events contested (includes synchro)
  - 2.1.2. Men – 2 events contested (includes synchro)

#### **3. Definition**

- 3.1. Participants in the OUA shall be understood to include: players, coaches, referees and officials. All participants must be registered members in good standing with Skate Canada. The players and coaches must be members in good standing within the OUA.

#### **4. Entry Format**

- 4.1. The OUA Championships are open to athletes that are members registered in good standing with their University, Skate Canada and they must appear on a members list within the Skate Canada database [www.skatecanada.ca](http://www.skatecanada.ca). Instructions on how to register teams and individuals with Skate is located on page 25. Any team wishing to enter the OUA Championship must complete the Championship Roster Form (page 24 of the appendix), and return it to the OUA figure skating convenor. The Entry Form (with cheque or credit card authorization form) must be received by the specific set deadlines (page 3). No late entries will be accepted.
- 4.2. Participating Athletes must be eligible according to the “Athlete Participation Rules” of the OUA found under Unit III, Rule II, sections 2.0 – 2.5 in the OUA constitution. The eligibility of each athlete will be confirmed prior to the OUA Championship by the OUA figure skating convenor.
- 4.3. The full names (first and last) and highest tests passed of all participants must be included on the Roster Form (see appendix). An OUA roster must be submitted by the set deadline to the OUA figure skating convenor.

## **SECTION B**

### **General Rules**

#### **1. Rules of Play**

- 1.1 The competition shall be governed by the rules of Skate Canada, except for noted changes. U.S.F.S.A. tests will be considered equivalent to Skate Canada tests (equivalent tests grid in Skate Canada rulebook). We accept annual ISU and Skate Canada amendments, as the amendments become available. It is the responsibility of the convenor to inform the other participating universities of any Skate Canada rule change affecting the OUA competition.
- 1.2 The figure skating competitions (invitational and championship) are NON-QUALIFYING and are open to all OUA members who are eligible skaters as defined by the OUA regulations. The competition shall be conducted in the following events: singles, pairs, dance and synchronized skating.
- 1.3 The competition shall be held over a two-day period and conducted as a team sport with trophy, banner and gold medals to the winning team, silver and bronze medals to the 2<sup>nd</sup> and 3<sup>rd</sup> place teams: ribbons to 1<sup>st</sup> through 3<sup>rd</sup> event winners.
- 1.4 The skater may skate in a higher category than her test level indicates.
- 1.5 The draw for the skating order for all OUA events (except synchro – see rule 3.4.1) shall take place prior to the competition and shall be made by the Technical Representative and the Chief Accountant as an independent source from the host university.

60 Days prior to the 1<sup>st</sup> invitational, coaches from each school shall make available, to the Figure Skating Convenor, for that season, a list of all members of the then current figure skating team, together with:

- i) each skater's current Skate Canada registration number;
- ii) the highest complete test passed by each skater in each category;

This information will be updated as, and when, additional members are added throughout the season, so that organizers of any Figure Skating competition have complete qualification information available to them by the closing application date for each competition. The roster of the team MUST be posted on your University Athletic web site by December 1 (as per OUA deadlines). This will serve as the official roster. The Skate Canada registration and membership fee payment must be paid before the first competition date, this date will vary from year to year.

1.6 A skater may not compete in more than one level of the same discipline. A skater will choose from the six disciplines and may only skate four events. See the grid for clarity.

<u>SINGLES</u>	<u>SIM. PAIRS</u>	<u>PAIRS DANCE</u>	<u>SOLO DANCE</u>	<u>SYNCHRO</u>	<u>FOURS</u>
Freestyle	Intermediate	Jr. Silver	Sr. Silver		Pairs 4s
Events	Senior	Sr. Silver	Gold		Bronze Rhythm
		Star Skate Gold			
		Creative Dance			

Test qualifications -Skaters eligibility will be governed by test levels held as of December 1 of the current academic year.

## 2. Scoring and Ties

Judges will be using the 6.0 system and NOT the Code of Points system. Programs should however follow the guidelines of a well balanced program.

### a) Point System for Scoring

i) In each event, except the synchronized skating event, points leading toward the team championship shall be awarded as follows:

6 or more entries	10,7,5,3,2,1 pts.
5 entries	7,5,3,2,1 pts.

ii) The scoring, regardless of entry numbers, in the synchronized skating event shall be as follows: 15,10,7,5,3,1 pts.

iii) The scoring of the men's events shall be 5-4-3-2-1 points when there are five (5) or less male skaters. When there are six (6) or more skaters, then the scoring will be the same as the female events (10-7-5-3-2-1).

b) In the event of a tie in total team championship points, the institution with the greatest number of 1st places (considering only institutions tied), shall place higher in the overall standings. If still tied, the greatest number of second place finishes and so on.

## 3. Events

In all references regarding to tests passed – A test passed will be defined as; having successfully completed all parts of the test. Having passed only a part of a test does not constitute the passing/completion of a test.

**3.1 Singles – with the exception of the Short Program all singles events will follow the Skate Canada StarSkate Competition Technical Package for the competitive year.**

**i) *Sr. Silver***

Skaters who have passed no higher than the Skate Canada Complete Senior Silver Free Skating Test or Novice Competitive Singles Test. Time: 3.5 minutes.

**ii) *Gold***

No test restrictions. Time: 3.5 minutes or 4.0 minutes

**iii) *Short Program***

No test restrictions. Current novice ladies requirements as per the Skate Canada Rulebook.

As of June 14, 2007, there is no rotation of groupings for women's short programs.

NOVICE WOMEN: A short program of maximum of 2:30 minutes

- a) Axel or double Axel
- b) One double or triple jump **immediately** preceded by **connecting** steps **and/or other comparable free skating movements\*** (may not repeat double axel)
- c) One jump combination consisting of two double jumps or one double and one triple jump\* (May not repeat double axel)
- d) Layback or sideways leaning spin
- e) Spin combination with only one change of foot and at least two basic positions (sit, camel, upright or any variation thereof).
- f) Spiral Sequence
- g) Step Sequence

**iv) *Open Men's Freeskate – will follow the Gold StarSkate Well Balanced program rule.***

Men's Open Freeskate shall follow the same criteria as women's. The program will fall under the well balanced program criteria which is basically the same of all events. The program length should be 3.5 to 4 minutes to allow programs with test and competitive programs lengths.

**3.2 Similar Pair and Pairs Four**

Throw jumps, lifts and death spirals are illegal moves. Appropriate deductions must be given.

The primary value shall be given to skating in unison. Choreography, expression, interpretation of the music and intricate footwork with a variety of partner positions is also valued, utilizing the entire ice surface.

**i) Intermediate Similar Pairs**

Skaters who have passed no higher than Senior Silver Free Skating test, skating a 2 .5 minute program to music.

Programs will consist of the following elements:

- a) 1 Step Sequence or Spiral Sequence
- b) Maximum of 7 Jump Spots – not more then 2 combinations and no 3 jump combinations
- c) Maximum of 3 spins which include
  - i. 1 Solo Spin (side by side)
  - ii. 1 Pair Spin
  - iii. 1 spin of any nature

**ii) Senior Similar Pairs**

Skaters with no test restrictions, skating a 3 minute program to music.

Programs will consist of the following elements:

- a) 1 Step Sequence or 1 Spiral Sequence
- b) Maximum of 7 Jump Spots – no more then 3 combinations
- c) Maximum of 3 spins which include
  - i. 1 Solo Spin (side by side)
  - ii. 1 Pair Spin
  - iii. 1 spin of any nature

**iii) Pairs Four**

Open freeskiate pairs events incorporating 4 skaters following the same rules as outlined in the Pairs Freeskiate (rule 3.2). There must be a minimum of three (3) sustained formations with all 4 skaters touching. Time: 3 minutes.

- a) 1 Step Sequence or 1 Spiral Sequence
- b) Maximum of 7 Jump Spots – no more then 3 combinations
- c) Maximum of 3 spins which include
  - i. 1 Solo Spin (side by side)
  - ii. 1 Pair Spin
  - iii. 1 spin of any nature

While the details of technical content described in these rules may not be applied in their entirety, the point is clearly made that a four is two Free Skating Pairs, as opposed to a mini-synchronized skating routine, and this point should be considered when fours programs are choreographed. [Amended July 2009]

### 3.3 **Dance**

The number of dance sequences to be skated for any dance event shall be as defined by current Skate Canada test regulations. The 2 of 3 proposed dances shall be drawn prior to each competition. The drawn dances shall be posted when the teams arrive at the competition.

#### 3.3.1 The **Bronze Rhythm Dance** is a dance event consisting of 4 skaters. Coaches should approach this event as making up a “compulsory dance” not a mini-synchronized skating routine.

- The Bronze Rhythm shall be composed of repetitive sequences of steps. The sequence of steps must constitute a full circuit of the rink. Reverse direction shall be permitted, provided that it is maintained. The dance sequence shall not cross the long axis of the ice surface except at the ends. Loops are permitted on the long axis only
- There must be a minimum of three (3) sustained formations (for at least one bar of music) with all four (4) skaters touching. A straight line (shoulder to shoulder – “kick line” style) should only be used as a transition. Transition is defined as moving from one formation to another formation. Concentrate on flow, intricate dance style steps and variation of dance positions. Lunges are acceptable.
- Each group shall choose their own music, provided that it is the current year’s tempo issued. The tempo must be constant and regular.
- All steps, turns, rotations and changes of position are permitted provided they are appropriate to the rhythm, music and character of the dance; together with difficulty, original and intricate footwork. Any steps are permitted provided they are not toe steps and that at least one skate of each skater remains on the ice at all times throughout the dance.
- Skaters must remain within 2 arms length of one another. Individual skating shall be kept to a minimum and used during times of transition and turns.
- Two circuits of the ice shall be made.
- No more than one (1) stop is allowed during the 2 skated patterns.
- The Bronze Rhythm Dance will have a time limit of 2:30 (+ or – 10 seconds). This shall include the opening, the dance and the ending.
- Judges should be looking for strong edge quality, correct turns and variety of dance positions.
- Deductions should be taken for falls and illegal elements. [Amended July 2009]

#### 3.3.2 **Jr. Silver Similar Dance**

Two women skaters who have not passed the complete Skate Canada Gold dance test, nor the Junior Competitive Dance test; skating two of the three chosen dances drawn prior to the competition. The three dances chosen shall be chosen from the XXXXX dance test

**3.3.3 Sr. Silver Similar Dance**

Two women skaters with no test restrictions, skating two of the three chosen dances drawn prior to the competition, the three dances shall be chosen from the Senior Silver dance test.

**3.3.4 Sr. Silver Solo Dance**

Women skaters who have not passed the complete Skate Canada Gold dance test, nor the Junior Competitive Dance test; skating two of the three chosen dances drawn prior to the competition. The three dances chosen shall be chosen from the Senior Silver dance test.

**3.3.5 Open Solo Dance**

Women skaters with no test restrictions, skating two of the three chosen dances drawn prior to the competition. The dances chosen should consist of three dances from the Gold dance test.

**3.3.6 Star Skate Gold Creative Dance**

A 2.5 minute (+/- 10 seconds) dance, skated by two women. The dance can be skated to a minimum of 2 to a maximum of 3 selections of music from the Gold and Diamond Dance music (Skate Canada or ISU) or free choice of music. If a free choice of music is chosen, it must be the same character and correct time signature as an existing piece of music from the Gold Compulsory Dance music. Free choice music may include the following characters and time signatures for the Gold Creative Dance:

<b>Free Choice of Music</b>	
<b>Character</b>	<b>Time Signature</b>
Waltz / Viennese Waltz	3 / 4
Quickstep	2 / 4
Tango	4 / 4
Samba	2 / 4
Polka	2 / 4
Rhumba	4 / 4

**COMPOSITION**

- Dance must move in a Free pattern.
- Reverse direction, stops and loops are permitted.

### **REQUIRED STEPS/ELEMENTS**

- Any new or known dance steps may be used. The skater is expected to incorporate steps, turns and movements that are included in other dances in the Gold Dance test.
- It must include:
  - one diagonal step sequence
  - one circular sequence
  - The dance must include one series of twizzles – A series of twizzles must include at least two twizzles for each partner with up to three small steps between. Each twizzle shall be at least one rotation on one foot performed simultaneously by both partners. For example: side by side in same direction (matching), side by side in opposite direction (mirror), or following one another (one skating forward and/or backward and the other skating backward and/or forward).
- If it is skated as a couple, one dance spin is permitted but not required.

### **3.4 Synchronized Skating**

Performed by 12 to 16 skaters.

The Intermediate Level Program shall be the competition event. Time: 4 minutes

Will take place with a one minute warm-up period per team, immediately prior to performing.

#### **3.4.1 Skating Order for Synchronized Skating**

The starting order of teams in the synchronized skating event will be determined by the results of the team standings after the first day. The lowest place group will skate first and the highest placed group will skate after the flood. If two or more teams are tied for the same place at the end of the first day they will be drawn in the same group. The maximum numbers of teams to be drawn in the same group is six.

The order of skating within each group shall be determined by lot and each team shall be drawn in the order of placement in the preceding part of the competition, that is with the best team being drawn first and including those ties. The order between tied teams shall first be determined by a separate draw prior to the main draw. The draw will take place at the end of the first day of competition.

### **4. OUA Championship Hosts**

The OUA Championship Hosting Rotation Schedule is as follows for the next 7 years:

2009-10 – Laurier (WOS)

2010-11 – Waterloo (WOS)

2011-12 – Western (WOS)

2012-13 – Queen’s (EOS)

2013-14 – Ryerson (COS)

2014-15 – Guelph (WOS)

2015-16 – Toronto (COS)

## **5. Officials**

5.1 **Judges** - At the OUA Championship all events shall be judged by officials qualified for that event (in terms of both overall and event specific qualifications). Every effort should be made to secure overall and event specific qualified officials at all Invitational’s. One panel must have synchronized skating qualifications.

A panel of judges consists of five (5) judges plus the Technical Representative. In an emergency, one of the following compromises may be considered.

- Using one of the active judges on each panel to referee;
- Reducing the number of judges on a panel to three;
- Combination of the above.

5.2 Rules for OUA competition shall be given to each judge 2 weeks before competition.

5.3 A meeting of judges and coaches conducted by the Technical Representative shall be held prior to each competition to discuss rules and marking procedures.

5.4 Judges marks will be taken by a runner to the accountant after each individual event has been completed and the announcement of the results shall be made as soon as possible. Semi-open marking, using individual chits, may be used, at the discretion of the Technical Representative.

5.5 Two sets of marks shall be awarded in any event as following.

- i) Technical Merit: difficulty and originality.
- ii) Artistic Impression: composition, musical interpretation, accuracy, styles, with emphasis on synchronization in the group events.

5.6 For compulsory dance competition, two marks will be awarded for each dance ... one for technique and one for timing/expression.

## **6. Team Composition and Entry Fees**

6.1 A team shall consist of a maximum of 17 skaters at each competition. Each school is allowed a max. of 1 entry per individual event.

6.2 At all events the cost per skater is \$50.00 for the first event and then \$10.00 for each additional event the athlete competes in. i.e. athletes in 4 events – entry fee of \$80.00.

6.3 The entry fee should be used to cover the following costs:

- 6.3.1 Facility rental - ice, set up/tear down, room rentals etc.
- 6.3.2 Officials costs – mileage (Skate Canada rate of .40 km), accommodations and food.
- 6.3.3 Music costs – if anything needs to be rented
- 6.3.4 Awards – ribbons or medals for the individual events.

6.4 Substitution may be entered after the competition has begun if there is any injury or illness. The substitute must be listed within the 17 member official party. All entries and withdrawals for events close at noon hour of the day previous to the start of the competition.

## **7 Dress**

The OUA has adopted the Skate Canada costume guidance and rulings for team uniforms. Without alterations, this team dress must be worn for ALL events at the OUA competitions.

*Guidance Only:* The clothing of competitors must be modest, dignified and appropriate for athletic competition – not garish or theatrical in design. Clothing may however, reflect the character of the music chosen.

*Type of clothing:* Ladies must wear a skirt. The ladies dress must not give the effect of excessive nudity inappropriate for an athletic sport. Men must wear full trousers, no tights are permitted and the clothing must not be sleeveless. Their shirt should either be the same as the schools dress base colour or all black.

Accessories and props are not permitted.

*Deduction for not complying:* Clothing not meeting the foregoing requirements must be penalized by the judges by a deduction of 0.1 in the mark for presentation.

## **8 Music**

8.1 Music must be properly timed. One CD must be registered for each event.

8.2 All dance music must be checked by the host prior to the competition for timing, tempo, and speed.

## **9 Annual Coaches Meeting**

Annually, there shall be a coaches meeting. The Coach shall be the school representative. Date and place to be determined by the convenor annually. The suggested coaching credentials should be a Level II coach.

## **10 Championship Bulletin Deadline**

A championship bulletin containing entry forms should be in the hands of coaches one (1) month prior to the championship, and entries back to the convenor no less than two (2) weeks prior to the event. Coaches should supply FAX numbers and email addresses, and accept responsibility for checking regularly for updated information arriving by FAX or email.

## **11 Technical Committee**

11.1 The Convenor (or his/her designate), the Technical Representative, and the host representative school, and/or others as the Convenor deems necessary to add, shall constitute the Technical Committee. Committee announcement to the coaches prior to the competition. In the event that the Convenor is not present, the Convenor shall appoint an alternate to sit on the appeal committee.

11.2 In order to be investigated or acted upon, complaints or protests concerning any aspect of any OUA figure skating championship must be directed, in writing, to the Figure Skating Convenor who will, as appropriate, direct them to the Technical Representative. Minor technical clarifications will be handled on an ad hoc basis at the discretion of the Technical Representative.

11.3 Protests on any grounds must be placed in writing to the Convenor and Technical Representative within one-half hour of the posting of the results for the event in question.

11.4 OUA rules for protests shall be used as guidelines

## **SECTION C**

### **General Information**

#### **1. Pre-Competition Technical Meeting**

- 1.1. The OUA Figure Skating convenor will organize (with support from the host convenor) and conduct a pre-competition Technical Meeting for coaches, officials and team personnel. This meeting will take place at the Championship arena, prior to the start of the Championship. This meeting will be chaired by the head Technical Representative.
- 1.2. It is the responsibility of each team to ensure that one (1) rep/team is in attendance at the start of the Technical meeting.
- 1.3. The following agenda items will be discussed at the meeting:
  - 1.3.1. Introduction of the head Tech rep
  - 1.3.2. Verification of entries – scratches should be confirmed at this meeting
  - 1.3.3. Competition procedures: entry and exit door, location of music, location of first aid, and any other pertinent information;
  - 1.3.4. Review significant rules;
  - 1.3.5. Review coaches concerns;
  - 1.3.6. Tournament Chair to provide additional host information;
  - 1.3.7. Competition rules and interpretations;

#### **2. Championship Awards**

- 2.1. A Championship banner and trophy will be provided by the OUA and presented by the OUA Representative or host at the conclusion of the Championship.
  - 2.1.1. The prior year's winning team will bring the Championship trophy to the Pre-Competition Technical Meeting in good condition which will involve up-to-date engraving.
- 2.2. The OUA will provide medals for the players and team staff of the gold, silver, and bronze medal winning teams. A maximum eighteen (18) medals per team will be provided.
- 2.3. The OUA will provide (after the event) 19 All Star certificates to be presented to the first place individuals in the following senior and open events: Senior Silver Singles (1); Gold Singles (1); Short program Singles (1); Senior Similar Pairs (2); Senior Silver Similar Dance (2); Senior Silver Solo Dance (1); Open Solo Dance (1); Pairs (4); Star Skate Gold Creative Dance (2); and Bronze Rhythm (4).
- 2.4. Coach of the year - The following procedure will be used for the Coach of the Year selection. All Head Coaches of the Figure Skating Teams are eligible for consideration of selection. Using the Invitational as the lead up event to the Championships, the final team placing will assign the point values to the perspective coaches.

At the Invitational, the top six team coaches, will receive the following point value: first place – 10 points; second place – 7 points; and the following through 6 places. The points are cumulative through both these Invitational AND the Championships. The Championship Team placing will be weighted more heavily, that is, first place – 15 points; second place – 10 points, and the remaining points of 7-5-3-1- shall be awarded.

The convenor will add all the points and highest point total will be the candidate for the Coach of the Year Award.

2.5 Team Spirit Award - This award shall be voted on by the teams at the OUA Finals. This award is given to the team that is most spirited in the framework of overall spirit and sportsmanship.

## **SECTION D**

### **Responsibilities**

#### **1. Obligations of the OUA**

- 1.1. Provide the host with a template for the Championship program.
- 1.2. To provide to the Host:
  - 1.2.1. Eighteen (18) of each – gold, silver and bronze medals;
  - 1.2.2. A banner (large pennant) for the winning team;
  - 1.2.3. Sponsorship banners (if any) to be hung at the Championship pool during the duration of the event;
- 1.3. Publish the tournament results and information on the OUA web site.
- 1.4. Circulate motions from the coaches meeting for voting and eventual distribution to the OUA Sport Committee for consideration.

#### **2. Obligations of the Host**

- 2.1. To delegate an official representative (Championship convenor) for the duration of the competition.
- 2.2. Championship convenor is to work with the OUA figure skating convenor to confirm eligibility for all participating athletes on the Championship roster prior to the first day of competition.
- 2.3. Work with the OUA figure skating convenor to schedule a coaches meeting where the issues of the sport can be discussed and any motions prepared for submission to the OUA office. Minutes of this meeting are mandatory.
- 2.4. Assure the availability of the host facility for the championships by booking required ice time, meeting rooms etc.
- 2.5. Ensure two meeting rooms (or one large enough for 30 people with a divide between the two groups) at the host facility for the Skate Canada officials. Rooms need to have power (multiple outlets required). Food will also need to be served in these rooms.
- 2.6. Supply the following equipment required for the proper running of the competition:
  - 2.6.1. Photocopier – the accountants will need access to a photocopier. In addition 1000 sheets of copier paper will be needed.
  - 2.6.2. Official's needs – clipboards, pencils, stop watch, copies of the OUA Rules and Regs – NOTE: if the event is hosted in WOS the section can supply all this if requested by the host.
  - 2.6.3. Judges stand (if possible); not all facilities have the capability. The judges stand will need to have room for a table and 6 chairs. If possible the music and the announcing should be done from the judges stand as well. If no stand is available then a roped off area with a clear view of the entire ice surface is required.

- 2.6.4. Ice Captains – staff to make sure the athletes get from the dressing room to the ice surface. These people are also in contact with the music and referee of the individual events.
- 2.6.5. Sound system for playing the music as well as announcing each skater.
- 2.6.6. Skate Canada Series 8 Dance CD.
- 2.6.7. Music to be played during the warm up period for each event.
- 2.6.8. Runners to look after bringing the scores from the judges to the officials room after each skater.
- 2.6.9. Create a master scoreboard (bristolboard or whiteboard) – “runners” can be tasked with keeping the running tally of the scores (updated after each individual events results are posted). See section B 2 for details.
- 2.6.10. Designate dressing rooms for each school and label them.
- 2.6.11. Music Registration – staff a table for an hour at the beginning of the event for the teams to hand in fully labelled team music. All music must be handed in at the beginning of Day 1 of the event. Boxes or baskets should be used to make sure that each events CDs are housed together by event and sorted by order of skate.
- 2.6.12. Radios – so that the ice captains can communicate with the judges stand and the competition host.
- 2.7. Provide accommodations information to the participating teams thirty (30) days prior to the start of the event by e-mail.
- 2.8. Provide Technical Meeting information as well as any other necessary information to the participating teams and Skate Canada thirty (30) days prior to the start of the event.
- 2.9. Organize a formal awards ceremony immediately at the conclusion of the tournament.
- 2.10. Assure the safekeeping of promotional banners loaned to the Host for the purpose of promoting the Association's sponsors. Should these banners be lost, stolen or damaged, the Host will be responsible for their replacement or repair.
- 2.11. To acknowledge the OUA and other major sponsors.
- 2.12. Produce a souvenir program for the event from the Championship - template provided by the OUA office. The program must include a schedule of events, team lists and possible team photos and sufficient space to fulfill OUA's obligations to its sponsors.
- 2.13. Host provide a media rep to work with the Tournament Director on pre and post event press releases.
- 2.14. Book hotel rooms for the officials – officials stay two to a room. If they wish to stay on their own they pay for half. In general ~ 8 rooms are needed per year.
- 2.15. Ensure that you have cash on hand to pay the officials when they are finished judging for their expenses. They must complete mileage forms (Skate Canada rate is .40 km)
- 2.16. Purchase small gifts for all the Skate Canada officials.

- 2.17. To collect the entry fees and team rosters from each of the participating teams.
- 2.18. Work with the Tech rep to ensure all the needs of the Skate Canada officials are met.
- 2.19. Purchase small gifts for all the Skate Canada officials.
- 2.20. Create a tournament bulletin to be circulated to the participating schools. Bullet
- 2.21. Awards as listed in Section C 2
- 2.22. Produce a Championship report due to the OUA 15 days after the completion of the event:
  - 2.22.1. Financial statement detailing incomes and expenditures;
  - 2.22.2. Any unused medals and awards, and all sponsorship banners.
  - 2.22.3. Fax to Skate Canada the facility cost bill and the officials expense sheets.
  - 2.22.4. Mailing address sent to Skate Canada for the host to receive the Skate Canada reimbursement cheque to help off set cost to host the OUA Championship.
- 2.23. Appoint a Communications/Publicity Chairperson who will be responsible for:
  - 2.11.1 Reporting of post competition results to the OUA media rep at the end of the second day of competition.
- 2.24. Absorb any deficit which may be incurred from the competition.

### **3. Obligations of the Team**

- 3.1. The team attending the Championship shall ensure the following:
  - 3.1.1. The entry fee is paid to the host university by the specific deadline;
  - 3.1.2. All players, coaches, and team staff are registered;
  - 3.1.3. A completed Entry Form is submitted to the Host and the OUA Figure Skating convenor prior to the appropriate entry deadline;
  - 3.1.4. A completed Roster Form is submitted to the Host and the OUA Figure Skating convenor prior to the appropriate roster deadline;
  - 3.1.5. All rules and regulations are maintained and adhered to and that the team is in good standing;

# APPENDICES

**OUA**  
**- CHAMPIONSHIP ENTRY FORM -**  
**STANDARDIZED ENTRY FORM**

School Name:

Head Coach:

Event:

	<b>Skaters Name</b>	<b>Event #1 (\$50.00)</b>	<b>Event #2 (\$10.00)</b>	<b>Event #3 (\$10.00)</b>	<b>Event #4 (\$10.00)</b>	<b>Cost</b>
example	Sally Smith	SYN	JSF	ISP	BRD	\$80.00
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Note skaters can only compete in one event under each heading – max. 4 events per athlete.

**Events**

**Singles**

Sr. Silver Freeskate

Gold Freeskate

Short Program Freeskate

SSF

GF

SPF

**Fours**

Pairs 4

Bronze Rhythm Dance

P4

BRD

Men's Freeskate	MF	<b><u>Fours</u></b>	
		Pairs 4	P4

**Pairs - Freeskate**

Intermediate Similar Pairs	ISP
Senior Similar Pairs	SSP

**Pairs - Dance**

Jr. Silver Similar Dance	JSSD
Sr. Silver Similar Dance	SSSD
Star Skate Gold Creative Dance	VD

**Individual Dance**

Sr. Silver Individual Dance	SSID
Open Individual Dance	OID

**THIS FORM MUST BE SUBMITTED TO THE HOST PRIOR TO THE APPROPRIATE DEADLINE**

**Form must be sent by fax/email to the Host convenor**

**OUA  
- CHAMPIONSHIP ROSTER FORM -**

**TEAM NAME :** \_\_\_\_\_

	FULL NAME	Highest test passed		FULL NAME	Highest test passed
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

**HEAD COACH:** \_\_\_\_\_

**ASS COACH:** \_\_\_\_\_

**ASS COACH:** \_\_\_\_\_

**ASS COACH:** \_\_\_\_\_

**ASS COACH:** \_\_\_\_\_

**ASS COACH:** \_\_\_\_\_

**Other Staff:** \_\_\_\_\_

**Other Staff :** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF Head Team Coach**

\_\_\_\_\_  
**DATE**

**THIS FORM MUST BE SUBMITTED TO THE OUA PRIOR TO THE APPROPRIATE DEADLINE  
Form must be sent by fax/email to the OUA figure skating convenor**

## OUA MUSIC GRID

MUSIC GRID for the SOLO/SIMILAR/ MIXED DANCE EVENTS

\*\* 1 year rotation \*\*

\*\* Skate Canada Series 8 \*\*

CATEGORY	09-10 GROUP 1	10-11 GROUP 2
Junior Silver Solo/Similar	American Keats Foxtrot Harris Tango	Rocker Foxtrot American Keats Foxtrot
Senior Silver Solo/Similar	Blues Kilian Starlight	Paso Blues Kilian
Gold Solo	Westminster Quickstep Silver Samba	Viennese Argentine Quickstep

## MUSIC GRID for the DANCE VARIATION/BRONZE RHYTHM DANCE

\*\* 2 Year rotation \*\*

Skate Canada Series 8

CATEGORY	2009-10 and 2010-11
BRD-4	Starlight

# Important Information for Collegiate Skating Schools (Varsity Skating Teams)

Welcome to Skate Canada! We are pleased to have your varsity skating team program as a collegiate skating school member of our Association. In order to take full advantage of the many programs, events and services we offer, it is important to read the following information and complete the forms as indicated.

## What is the Membership Year?

Skate Canada registration takes place annually for member clubs and skating schools. The registration runs from September 1 to August 31 yearly.

### When to Register

Registration takes place either by September 1 or within two weeks of the start of the school's first program session of the year. It is the responsibility of the collegiate skating school to register everyone participating in their school program unless they have been registered by another Skate Canada organization. Should you receive late registrants they (name of skater and fees) should be submitted to Skate Canada as soon as possible.

## How to Register Your School

Please follow these steps:

1. Complete the School Director/Administrator and Purchasers Listing – **please ensure that this form is completed and either mailed or faxed as soon as possible. The skating school administrator (typically University Athletics coordinator or head coach or other designated by the university) along with any individuals authorized to purchase Skate Canada materials on behalf of the school should be included on this list (max.3-5 people).**

**Without this list the school will not be able to register on-line or order on account for the upcoming season. It is also important to have current contact information, including the school's and head coach's address, telephone, fax and e-mail, to be able to communicate in a timely fashion.**

2. Complete the Collegiate Skating School Registration Form. **Please also attach an updated copy of your current skating team roster (name and Skate Canada number)**

3. Complete the Individual skater registration process – **follow the instructions enclosed to complete this process – either on-line, manual or via ACCESS data base. Please contact Skate Canada Member Services (1-888-747-2372 ) should you need assistance. Last year’s skater registration listing (team roster) is enclosed.**
4. Complete the **Skate Canada Professional Coaches Listing – all coaches teaching at the school whether full-time or part-time freelance, are to be included on this list.**
5. Complete the Synchronized Skating Team Form – **This will provide the school team the opportunity/option to participate in other Skate Canada synchronized skating competitions.**
6. Use the Skate Canada Collegiate Skating School name and membership number **as it appears on the Skate Canada Account Statement on cheques and in any correspondence with Skate Canada. If the school is not aware of its registration number please contact Skate Canada Member Services (1-888-747-2372 ) or by e-mail at [memberservices@skatecanada.ca](mailto:memberservices@skatecanada.ca)**
7. Enclose all forms noted above **plus a cheque for the total amount (school fee + skater registration fees) and forward to Skate Canada, 865 Shefford Road, Gloucester, ON K1J 1H9. Some universities require an invoice in order to make payment. Should you require an invoice from us first, please contact Skate Canada Member Services (see above).**

#### Collegiate Skating School Fees

- Collegiate Skating School annual membership fee = \$150.00
- Individual Skater membership fee = \$30.00

(Please verify whether or not the skaters have already registered with their local skating club before calculating your final total. Skaters only have to pay the SC membership fee once per year)

*Please note that Collegiate Skating Schools are exempt from Skate Canada insurance premiums as they are covered under their respective university’s athletics program insurance.*

#### Skate Canada Membership Cards

Membership cards will be distributed to each school for NEW members within \_\_\_ weeks upon receipt of registration. Skaters may also go on-line to print their own membership cards.

#### Deletions

Deletions are not permitted once registration has been processed and membership cards have been issued.

## **Coaches Registration**

Professional Coaches are required to register directly with Skate Canada. Upon registration each coach receives an updated membership card. It is highly recommended that schools request a copy of the coaches registration card at the beginning of the season (before they go on the ice), in order to ensure that the coach is a member of the Association, properly insured and in compliance with the rules for coaching at a Skate Canada school.

## **Associate Members (skaters) with Coaching Privileges**

Associate members (skaters) may earn money by coaching, without jeopardizing their eligibility, providing they:

1. Meet all of the Skate Canada requirements for Professional Coaches. Refer to Section 2400 of the Rule Book.
2. Register directly with the Association as a Coach, and
3. Also register as an Associate member of Skate Canada through their club

## **More Information**

Should you require additional information or clarification please contact Member Services via email, [memberservices@skatecanada.ca](mailto:memberservices@skatecanada.ca) or call 1-888-747-2372 extension 2519. You may also contact Donna King, Skating Programs Department at [donna-k@skatecanada.ca](mailto:donna-k@skatecanada.ca) or call the above toll-free number, extension 2563.