



ONTARIO UNIVERSITY ATHLETICS
SPORTS UNIVERSITAIRES DE L'ONTARIO

FIGURE SKATING

2016-17 RULES AND REGULATIONS CHAMPIONSHIP HANDBOOK

Each year, the OUA provides teams with the opportunity to compete in the OUA Figure Skating Championships. The OUA is committed to offering quality events with the objective of fostering growth in the number of participating teams. By so doing, we are helping the sport to grow, and providing the participants with positive and rewarding experiences.

*The Focus of the OUA Figure Skating Championship is to be
the Premiere University Figure Skating event in Ontario.*

Table of Contents

Table of Contents	i
OUA Championship Key Dates and Deadlines	1
SECTION A: Governance, Categories, Definition, and Registration	2
1. Governance	2
2. Categories of Play	2
3. Definition	2
4. Entry Format	2
SECTION B: General Rules	4
1. Rules of Play	4
2. Scoring and Ties	5
3. Events.....	5
4. Officials.....	9
SECTION C: General Information	12
1. Pre-Competition Technical Meeting.....	12
2. Annual Coaches' Meeting	12
4. Championship Awards	12
5. Championship Bulletin Deadline.....	13
6. OUA Championship Hosting Rotation.....	13
SECTION D: Responsibilities	14
1. Obligations of the OUA	14
2. Obligations of the Host	14
3. Obligations of the Team.....	16
APPENDICES	17
OUA Deductions Chart	20
OUA Championship Entry Form	23
OUA Championship Roster Form	25
OUA Music Grid.....	26
Skate Canada Registration	27
OUA Championship Financial Report.....	28
OUA Championship Hosting Guidelines	30
OUA Championship Awards Protocol	33

OUA Championship Key Dates and Deadlines

2017 OUA Figure Skating Championships

Date: February 14-15, 2017

Location: Gale Centre Niagara Falls

Host: Brock University

Convenor: Chris Critelli

- If not already entered in the sport institutions must declare their intent to enter at the preceding OUA AGM in order to be guaranteed participation in the OUA Championship
- The host institution must confirm OUA Championship date(s) with the OUA office by June 1st
- Each year institutions entered in the sport must then confirm their intent to participate in the OUA Championship with the OUA office and the host institution a minimum of 30 days prior to the Championship through the use of the championship entry form.
- Institutions not entered in the sport by the preceding AGM may still enter the sport and attend the championship up to 30 days prior if the host can accommodate the additional entry
- Registration forms and fees are due 30 days prior to the Championship each year – exact dates will be located within the Championship bulletin
- Championship player roster forms are due to the Championship Host Director 72 hours prior to the start of Day One of the OUA Championship competition. 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

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 (all except Open Men’s)
 - 2.1.2. Men – 3 events contested (Open Men’s, Dance 4 and synchronized skating)

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 with the OUA.

4. **Entry Format**

- 4.1. The OUA Figure Skating 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. Instructions on how to register teams and individuals with Skate Canada is located in the appendix. (Updated June 2016)
- 4.2. Any team wishing to enter the OUA Championship must be entered in the sport with the OUA Office through the “OUA Intent to Enter Form”. If not already entered in the sport this form should be completed by the preceding AGM to guarantee participation in the OUA championship. Participants may enter the sport after AGM and up to the 30 days prior to the championship however their participation is dependent on the host being able to accommodate additional participants.
- 4.3. Each institution must then complete the Championship Entry Form and submit it to the OUA Figure Skating Convenor. The Entry Form must be received by the specific set deadlines. No late entries will be accepted.
- 4.4. 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.
- 4.5. The full names (first and last), and a copy of each skater’s current Skate Canada card must be included with the Roster Form. An OUA roster must be submitted by the set deadline to the OUA figure skating convenor.

- 4.6. Should the host wish to implement a variation to the championship format/schedule from what is listed in the handbook, they may submit a request to Sport Committee who may approve the request for the current season should the committee determine it appropriate.

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 2nd and 3rd place teams and OUA medals to 1st through 3rd event winners.
- 1.4. The skater may skate in a higher category than their test level indicates.
- 1.5. The draw for skating order for all OUA events (except synchronized skating – see rule 3.4.1) shall take place prior to the competition and shall be made by the Technical Representative and the Chief Data Specialist as an independent source from the host university.
 - The full names (first and last), and a copy of each skater’s current Skate Canada card must be included with the Roster Form and be submitted to the OUA office prior to the first Invitational.
- 1.6. A skater may not compete in more than one level of the same discipline. A skater will choose from the **seven** disciplines and may only skate four events. **See the grid for clarity. (updated June 2016)**

SINGLES		PAIRS FREESKATE		PAIR FOUR	PAIRS DANCE		SOLO DANCE		DANCE FOUR	SYNCHRO
STAR 10	SSF	Intermediate	ISP	P4	Jr Silver	JSSD	Sr Silver	SSID	D4	Intermediate
GOLD	GF	Senior	SSP		Sr Silver	SSSD	Open	OID		
Short Program	SPF				Open Short Dance					
Open Men	MF									

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

2. Scoring and Ties

2.1. Judges will be using the CPC (Cumulative Points Calculation) Programs should follow the rules and regulations of the current Skate Canada rule book. Any deviation to the Skate Canada rule book will be clearly outlined with the category information obtained in this document.

2.2. Point System for Scoring

2.2.1 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.

In the event of a tie in placing – each athlete will receive the complete points for the placing. i.e. if there is a tie for 1st – both athletes will receive 10 points and no second place points will be awarded

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

2.2.3 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)

2.2.4 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

3.1. 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.

3.2. **Singles** – All free skate programs will follow the Skate Canada Star Skate Competition Technical package for the competitive year with regard to program length and requirements.

3.2.1. **Women's Starskate Star 10 (previously Sr. Silver)**

- May have passed the Senior Silver free skate test, but no higher complete free skate test
- One Freeskate program of 3:00 minutes (+/- 10 seconds) in length
- Follow the requirements of STARSkate Star 10

3.2.2. **Women's Gold Starskate**

- No Test restrictions
- One Freeskate program of 3:00 (+/- 10 seconds) in length
- Follow the requirements of STARSkate Gold

3.2.3. **Women's Novice Short Program**

- No Test Restrictions
- One Short Program of 2:30 minutes maximum in length
- Follow Skate Canada's current season program requirements for the Novice Women Short Program

3.2.4. **Open Men's Freeskate**

- No test restrictions
- One Freeskate program of 3:30 (+/- 10 seconds) in length
- Follow the requirements of STARSkate Gold

3.2.5. **Women's Similar Pair and Pairs Four**

General Rules:

- Throw jumps, lifts and death spirals are illegal elements. A deduction will be applied by the Technical Panel for every illegal element.
- The key characteristic of pairs skating is unison. The relationship and unison between the skaters should reflect the character of the music.
- All solo spins, pair spins, spiral figures and step/spiral sequences shall be called no higher than Level Base (Level B)

3.2.6. **Women's Intermediate Similar Pairs**

May have passed the Senior Silver free skater test but no higher completer free skate test

One Freeskate program of 3:00 minutes (+/- 10 seconds) in length

Program consists of:

1) Maximum of six jump elements

- All jumps permitted
- Must include at least one Axel type jump (waltz or Axel)
- Maximum three combinations or sequences. Jump combinations may contain no more than two jumps
- No jump included more than twice and if a jump is repeated it must be in combination or sequence

2) Maximum of three spins. All spins shall be called no higher than Level B.

- One spin must be a solo spin (side by side)
- One spin must be a pair spin
- One spin of any nature

3) Maximum of one step sequence, spiral sequence or choreographic sequence. All step/spiral/choreographic sequence shall be called no higher than Level B.

Note: the first step, spiral or choreographic sequence included in the program which meets the minimum requirements to be identified will be counted.

3.2.7. Women's Senior Similar Pairs

- No test restrictions
- *One Freeskate program of 3:30 (+/- 10 seconds) in length

Program consists of:

- 1) Maximum of **seven** jump elements
 - All jumps permitted
 - Must include at least one Axel type jump (waltz or Axel)
 - Maximum three combinations or sequences. Jump combinations may contain no more than two jumps
 - No jump included more than twice and if a jump is repeated it must be in combination or sequence
- 2) Maximum of three spins. All spins shall be called no higher than Level B.
 - One spin must be a solo spin (side by side)
 - One spin must be a pair spin
 - One spin of any nature
- 3) Maximum of one step sequence, spiral sequence or choreographic sequence. All step/spiral/choreographic sequence shall be called no higher than Level B.
Note: the first step, spiral or choreographic sequence included in the program which meets the minimum requirements to be identified will be counted.

3.2.8. Women's Pairs Four (Updated June 2016)

Open Freeskate pairs event incorporating 4 skaters – follows the Open Pairs event

*One Freeskate program of **2:30 minutes in length (+/-10 seconds)**

Note: Pairs Four is two Freeskate pairs, as opposed to a mini-synchronized skating routine and should be choreographed as such.

Program consists of:

- 1) **Three solo jumps (one may be in combination)**
- 2) **Maximum of one pair spin (one position and no change of foot)**
- 3) **Maximum of one solo spin (may be combination)**
- 4) **One Spiral Figure (must have all 4 connected), with no death spiral permitted**
- 5) **Maximum of one step sequence (straight line, circular or serpentine) or a spiral sequence**

3.3 Dance – Two (2) dances skated.

3.3.1 Women's Jr. Silver Similar Dance

- May not have passed the complete Skate Canada Gold Dance test
- Skate the 2 dances from the OUA Music Grid

3.3.2 Women's Sr. Silver Similar Dance

- No Test Restrictions

- Skate the 2 dances from the OUA Music Grid

3.3.3 Women's Sr. Silver Solo Dance

- May not have passed the complete Skate Canada Gold dance test
- Skate the 2 dances from OUA Music Grid

3.3.4 Women's Open Solo Dance

- No Test Restrictions
- Skate the 2 dances from the OUA Music Grid

3.3.5 Women's Open Short Dance (updated June 2016)

- No Test Restrictions
- Two skaters
- Music: 2:40 minutes +/- 10 seconds Rhythm to be selected by Skate Canada each year. 2016-17 Blues plus any number of the following rhythms: Swing and Hip Hop.
- Elements:
 - One Midline (non-touching) Step Sequence
 - One set of Sequential Twizzles
 - 1 Dance spin which will be called level base (one foot only).
- Required Pattern:
 - One pattern of the required dance. The pattern dance sequence shall be started so that the steps of the first side of the pattern are skated in front of the judges. The start of the first step of each pattern Dance Element must be skated on a beat 1 of a musical phrase.

** Skate Canada program used to judge is StarSkate Open Solo Short Dance (found in the Skate Canada Technical Package)

3.3.6 Gold Creative Skating Skills (Previously Dance 4) (updated June 2016)

- A dance event consisting of 4 skaters, which can be comprised of four women, or three women and one man. Coaches should approach this event as making up a "compulsory dance" not a mini-synchronized skating routine.
- Refer to page 11 and page 12 of the 2016-17 Skate Canada Star Competition Technical Package for technical details.
- Music:
 - 2:00 minutes maximum.
 - Music must have a minimum tempo of 112 beats per minute. There must be a clear rhythmic beat. One to three selections of music can be used and vocals are permitted.
- Composition:

- Straight line - step sequence must include two twizzles on one foot with up to one step in between. No stops allowed before and/or between twizzles.
- Circular and Serpentine
 - One of the circular or serpentine must be predominately field moves.
 - The other of the circular or serpentine (that which is not field moves) must have at least two series of required turns.
 - Gold Level – counter and rocker turns
- 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.

3.4 Synchronized Skating

3.4.1 **Synchro**

- 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.

3.4.2 **Skating Order for Synchronized Skating**

- The starting order of teams in the synchronized skating even will be determined by the results of the team standings after the first day., The lowest place 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 be drawn in the same group of 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 **Officials**

4.3 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.

4.4 A panel of judges consists of five (5) judges plus the Technical Panel. 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

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

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

4.7 Judges marks will be taken by a runner to the data specialist 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 Team Composition and Entry Fees

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

5.2 All events will be cost shared after the event.

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

5.3.1 Facility rental – ice, set up/tear down, room rentals etc.

5.3.2 Officials costs – mileage (Skate Canada rate of .48km), accommodations and food.

5.3.3 Music costs – if anything needs to be rented.

5.3.4 Awards – ribbons or medals for the individual events.

5.4 Substitutions 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.

6 Dress

6.1 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

6.2 *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.

6.3 *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.

6.4 Accessories and props are not permitted.

6.5 Deductions 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

7 Music

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

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

7.3 The use of ISU music will be permitted for all compulsory dance events (solo and similar dance). The music rotation will follow that of a Skate Canada competition.

8 Technical Committee

8.1 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.

8.2 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.

8.3 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.

8.4 OUA rules for protests shall be used as guidelines.

SECTION C: General Information

1. Pre-Competition Technical Meeting

- 1.1. The OUA Figure Skating sport expert and the OUA Sport Programmer 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 Technical Representative;
 - 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. Competition Chair to provide additional host information;
 - 1.3.7. Competition rules and interpretations

2. Annual Coaches' Meeting

- 2.1. Annually, there shall be a coaches meeting. The coach shall be the school representative. The date and place to be determined by the convenor annually. The suggested coaching credentials should be a Level II coach.
 - 2.1.1. A coach or coach representative must be present at all Coaches meeting, or available via conference call. A \$50 fine per institution will be applied for not meeting the criteria outlined in the Constitution. See Constitution Article XII 12.4 (Added June 2016)

3. Skate Canada Involvement

- 3.1. Skate Canada generally makes a contribution towards the OUA Figure Skating Championships. This has been a monetary amount that can be used to help offset ice costs and officials costs. At the beginning of each year the Championship host school will need to contact Skate Canada (current person to speak with is Donna King) and inquire if Skate Canada is going to be helping to fund this event in the upcoming calendar year.

4. Championship Awards

- 4.1. 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.

- 4.1.1. 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
 - 4.2. The OUA will provide medals for the gold, silver and bronze medal winning teams. A maximum twenty (20) medals per team will be provided.
 - 4.3. The host will provide ribbons or medals (discretion of the host) for the gold, silver and bronze medals for the winners of each individual senior and open event.
 - 4.4. The OUA will provide (after the event) 20 All-Star Certificates to be presented to the first place individuals in the following senior and open events: Star 10 Singles (1); Gold Singles (1); Short Program Singles (1); Men's Open Freeskate (1); Senior Similar Pairs (2); Senior Silver Similar Dance (2); Senior Silver Solo Dance (1); Open Solo Dance (1); Pairs Four (4); Open Short Dance (2); and Dance Four (4) – 20 total.
 - 4.5. Coach of the Year – Each head coach is automatically nominated for the Coach of the Year award. All head coaches will rank the nominees (excluding themselves) and points will be awarded to each, with the most points going to the top nominee. The nominee who earns the most points will be the award winner. Ties in point totals will be broken as follows: the nominee with the greater number of first place votes will be the winner. If there is still a tie, the nominee with the most second place votes will be the winner, and so on until the tie is broken.
 - 4.6. 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
 - 4.7. Fines – As per the new OUA All-Star and Awards Policy (http://oua.ca/members_info/sport_operations/OUA_All-Star_and_Awards_Policy.pdf) OUA members and playing privilege institutions will be fined \$250 per incident for not meeting nomination and/or voting deadlines for OUA All-Star and Awards (added June 2016)
- 5. Championship Bulletin Deadline**
- 5.1. 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 email addresses, and accept responsibility for checking regularly for updated information arriving by email.
- 6. OUA Championship Hosting Rotation**
- 2016-17 – Brock University (WOS)
- 2017-18 – **Western University (Skate Ontario)**

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. Twenty (20) gold, silver and bronze medals for the 1st, 2nd and 3rd place teams
 - 1.2.2. Fifty (50) of each, gold, silver and bronze medals for individual event winners
 - 1.2.3. A banner (large pennant) for the winning team;
 - 1.2.4. Sponsorship banners to be hung at the Championship rink 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 confirm eligibility for all participating players on the Championship roster prior to the first day of competition.
- 2.3. Work 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) as 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 Regulations. NOTE: If the event is hosted in WOS the section can supply all this if requested by the host.
 - 2.6.3. Judges stand; not all facilities have the capability. The judges stand will need to have room for a table and 12 chairs. If possible the music and the announcing should be done from the judges stand as well.
 - 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 (Bristol board 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, possible team photos and sufficient space to fulfill OUA’s obligations to its sponsors.
 - 2.13. Host to 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 ~ 12 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 .48km).
 - 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 Technical Representative to ensure all the needs of the Skate Canada officials are met.
- 2.19. Create a tournament bulletin to be circulated to the participating schools.
- 2.20. Awards as listed in Section C-2.
- 2.21. Produce a championship report due to the OUA fifteen (15) days after the completion of the event. Report to include:
 - 2.21.1. Financial statement detailing incomes and expenditures;
 - 2.21.2. Any unused medals and awards, and all sponsorship banners.
 - 2.21.3. Fax to Skate Canada the facility cost bill and the officials expense report
 - 2.21.4. Mailing address sent to Skate Canada for the host to receive the Skate Canada reimbursement cheques to help offset cost to host the OUA Championship.
- 2.22. Appoint a Communications/Publicity Chairperson who will be responsible for:
 - 2.22.1. Reporting of post competition results to the OUA media representative at the end of the second day of competition.
- 2.23. Absorb and deficit which may be incurred from the competition.
- 2.24. To circulate the OUA Figure Skating Championship report and financial report to the OUA office and all participants 15 days after the Championship event.
- 2.25. Provide a mandatory Championship recap by 8:00am the following day of the Championship to the OUA Office. (Added June 2016)

3. Obligations of the Team

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

APPENDICES

STARSKATE/OUA FIGURE SKATING DEDUCTIONS AND ILLEGAL ELEMENTS CHART (August, 2015)

PART A: ILLEGAL ELEMENTS/MOVEMENTS IN ANY STARSKATE PROGRAM

- Somersault type elements including cartwheels, back flips and rolling on the ice.
- Lying and/or prolonged stationary kneeling on both knees on the ice at any moment including the splits on the ice.
- Kneeling or sliding (two knees, legs or combination of body parts) or supporting oneself on the ice with a hand(s).

PART B: SKATE CANADA PROGRAM TO BE USED FOR JUDGING

All events contested will follow a 2016-17 Skate Canada technical package. Events that are adjusted or changed in any way for OUA Figure skating are listed below with the Skate Canada program used to judge that specific event.

- **Women's Intermediate Similar Pairs** - Skate Canada Program used to judge is StarSkate Star 10 program (well balanced turned off)
- **Women's Senior Similar Pairs** - Skate Canada Program used to judge is StarSkate Gold Freeskate program (well balanced turned off)
- **Women's Pairs Four** - Skate Canada Program used to judge is StarSkate Open Pair program – note the additional jump replaces the throw jump in the program.
- **Women's Jr. Silver Similar Dance** - Skate Canada program used; American – Sr. Bronze Star 6/7 StarSkate Adult Couples: Rocker Foxtrot – Star 8/9 StarSkate Couples.
- **Women's Sr. Silver Similar Dance** - Skate Canada program used; Starlight Star 8/9 StarSkate Couples; Blues – Star 10 StarSkate Couples.
- **Women's Sr. Silver Solo Dance** - Skate Canada program used; Viennese Gold StarSkate Couples; Argentine – Gold StarSkate Couples.
- **Women's Open Solo Dance** - Skate Canada program used; Viennese Gold StarSkate Couples; Argentine – Gold StarSkate Couples

PART C: DEDUCTIONS

In **Cumulative Points Calculation (CPC)** judging, the following deductions apply:

1. STARSkate – Singles Free Skating & Pairs

<u>Violation</u>	<u>Level</u>	<u>Deduction</u>	<u>Responsibility for applying deduction</u>
Time Violation (up to every five seconds lacking or in excess)	All FreeSkate and Pairs/ Pairs 4 Events	0.50	Referee
Music Violation	All FreeSkate and Pairs/ Pairs 4 Events	0.50	Majority of judging panel and referee
Costume and Prop Violation	All FreeSkate and Pairs/ Pairs 4 Events	0.50	Majority of judging panel and referee
Part of the costume/decoration falls on the ice	All FreeSkate and Pairs/ Pairs 4 Events	0.50	Referee
Falls (outside of an element)	All FreeSkate and Pairs/ Pairs 4 Events	0.50 (in pair skating -0.5 for a fall of one partner and -1.0 for a fall of both partners)	Majority of technical panel
Illegal Element	All FreeSkate and Pairs/ Pairs 4 Events	<u>1.0</u>	Majority of technical panel
Choreography Restrictions	All FreeSkate and Pairs/ Pairs 4 Events	0.50	Majority of judging panel and referee
Interruptions	See Below	See Below	See below
Three minute break because of adverse conditions related to skater or equipment	All FreeSkate and Pairs/ Pairs 4 Events	2.50	Referee
Late start - 1 to 30 seconds late 31 or more seconds late	All FreeSkate and Pairs/ Pairs 4 Events	0.50 Withdrawn	Referee

Interruption deduction: additional deductions will be taken for an interruption in the program according to the following table:

<u>LEVEL</u>	<u>Deduction</u>	<u>Responsibility for applying deduction</u>
STARSkate – Singles & Pairs	-0.5 for 11-20 seconds interruption -1.0 for 21-30 seconds interruption -1.5 for 31-40 seconds interruption	Referee

2. STARSkate - Ice dance:

Violation	Level	Deduction	Responsibility for applying deduction
Time Violation (up to every five seconds lacking or in excess)	All Dance Events	0.50	Referee
Violation of tempo specifications	All Dance Events	0.50	Referee
Music Requirements	All Dance Events	0.50	Majority of judging panel and referee
Costume and Prop Violation	All Dance Events	0.50	Referee
Part of the costume/decoration falls on the ice	All Dance Events	0.50	Referee
Illegal Element	All Dance Events	1.00	Referee
Extra elements	All Dance Events	0.50	Referee
Program Requirements not met (3 sustained holds)	Dance Four	0.50	Referee
Falls	All Dance Events	-0.5 point for a fall of one partner, -1.0 for a fall of both partner -1.0 point for a fall of one partner, -2.0 for a fall of both partners	Majority of technical panel
Interruptions	See Below	See Below	Referee
Three minute break because of adverse conditions related to skater or equipment	All Dance Events	2.50	Referee
Choreography Restrictions	All Dance Events	0.50	Referee
Late start - 1 to 30 seconds late 31 or more seconds late	All Dance Events	0.50 Withdrawn	Referee

In the pattern dance, if a fall occurs during the introductory and/or concluding steps/movements only the technical panel makes the appropriate deduction. If a fall occurs during the section of dance the technical panel and judges make the appropriate deduction.

In the free dance, if a stumble or fall causes interruptions to the program that exceed five seconds an additional deduction will be applied as follows:

Level	Deduction	Responsibility for applying deduction
Ice Dance - STARSkate	-0.5 for 11-20 seconds interruption -1.0 for 21-30 seconds interruption -1.5 for 31-40 seconds interruption -2.5 for 3 minute break	Referee

OUA Championship Entry Form

School Name:

Head Coach:

Event:

		Event #1	Event #2	Event #3	Event #4
	Skaters Name				
example	Sally Smith	SYN	JSF	ISP	BRD
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

Star 10 Freeskate	SSF
Gold Freeskate	GF
Short Program Freeskate	SPF
Men's Freeskate	MF

Pairs Fours

P4

Dance Fours

D4

Pairs - Freeskate

Intermediate Similar Pairs	ISP
Senior Similar Pairs	SSP

Pairs - Dance

Jr. Silver Similar Dance	JSSD
Sr. Silver Similar Dance	SSSD
Open Short Dance	OSD

Individual Dance

Sr. Silver Solo Dance	SSID
Open Solo Dance	OID

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 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		

<u>HEAD COACH:</u> _____	<u>ASS COACH:</u> _____
<u>ASS COACH:</u> _____	<u>ASS COACH:</u> _____
<u>ASS COACH:</u> _____	<u>ASS COACH:</u> _____
<u>Other Staff:</u> _____	<u>Other Staff :</u> _____

<u>SIGNATURE OF Head Team Coach</u>	<u>DATE</u>
--	--------------------

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 ****

**** ISU Music ****

CATEGORY	2016-17 GROUP 1	
Junior Silver Similar	Rocker Foxtrot (3) American (2)	
Senior Silver Similar/Solo	Blues (3) Starlight (2)	
Gold Solo	Viennese (2) Argentine (2)	

**** number in brackets refers to # of sequences skated****

SKATE CANADA REGISTRATION

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 information posted to the Skate Canada Info Centre at the locations outlined below:

What is the Membership Year?

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

Skating School Administration:

All items related to skating school administration as it relates to interactions with Skate Canada (registering the school, registering registrants, identifying synchro teams) are included in the new Club and Skating School Administrator Handbook posted to the Info Centre:

<https://info.skatecanada.ca/hc/en-ca/sections/202398166-Club-and-Skating-School-Administrator-Handbook>

Please take the time to read all articles within the handbook as it contains information on how to ensure your school is operating within Skate Canada minimum operating standards.

Coaching:

All important items related to a coach in terms of maintaining good standing with Skate Canada are also posted to the Info Centre at this location:

<https://info.skatecanada.ca/hc/en-ca/sections/200570174-Coaching-Membership>

Please ensure your coaches take the time to read all articles within this section of the Info Centre to ensure that they are maintaining their standing as a Registered and Certified Skate Canada Coach.

More Information:

Should you require additional information or clarification, please contact Skate Canada at info@skatecanada.ca or 1.888.747.2372

OUA Championship Financial Report

(Please Complete Applicable Sections)

CHAMPIONSHIP: _____

HOST INSTITUTION: _____

DATE OF EVENT: _____

A. REVENUE

Gate Receipts _____

Program Sales _____

Sponsorship _____

Other _____

B. EXPENSES

1. FACILITIES MANAGEMENT

1.1. Security/Police _____

1.2 Ticket sellers/takers _____

1.3 Ushers _____

1.4 Clean-up / Set -up charges _____

1.5 Rental _____

1.6 Other _____

2. OFFICIALS

2.1 Major Officials _____

2.2 Minor Officials _____

Scorer _____

Timer _____

Announcer _____

3. PUBLICITY, PROMOTION, PUBLIC RELATIONS

3.1 Advertising _____

3.2 Press Conference _____

3.3 Photographs _____
3.4 Other _____

4. **GENERAL ADMINISTRATION (If Applicable)**

4.1 Ticket Printing (allowable - \$150.00) _____
4.2 Telephone _____
4.3 Supplies _____
4.4 Program Printing _____
4.5 Other _____

TOTAL EXPENDITURES: =====

C. **AMOUNT SHARED**

1. Total Revenue _____

2. Visitors' Share of Gate (If Applicable)

Total _____

3. Home Share (If Applicable)

Total _____

OUA Championship Hosting Guidelines

Ontario University Athletics – FIGURE SKATING

CATEGORY

Category I – OUA Championship without a league sponsor and/or local television

BASE REQUIREMENTS

For all OUA Championships, hosts will be responsible for the following matters:

MEDIA RELATIONS

The host is responsible for the following:

- The host will agree to adhere to the minimum result and media information requirements as established for the event by the OUA office.
- The host shall provide the following to the media:
 - A suitable location to report on the event
 - Access to a phone line
 - Reliable power source
 - Acceptable location to view/report on the game
- Hosts must be prepared to cater to media by providing rosters, access for interviews or photo opportunities, and technical support during the championship.

The OUA Office will be responsible for the following:

- OUA Championship Preview Release
- All-Star release following the Championship
- Recap of the Championship following the event

As per the OUA All-Star and Major Announcement Policy:

Step 1: Convenor must have the names to the OUA office by 12:00 pm the day following the championship.

Step 2: The OUA office will issue the release by 4:00 pm the following day

Championship hosts are NOT to include All-Stars in releases prior to the OUA release on the Tuesday following the championship.

Institutions that knowingly release All-Stars or major award winners prior to the release date and time established by the OUA will pay a \$500 fine.

SCORE REPORTING

- The host is responsible for reporting all scores and statistics into the OUA database and shall follow the same reporting timelines used for all regular-season and playoff games.

EVENT REPORTING

- The host will ensure that all local media relations are executed and that the reporting of all scores is submitted within regulation to local media, the OUA, the CIS and other media outlets.
- Round summaries must be posted within 2 hours on the host's website and the OUA statistics and schedule database as outlined in the manuals.
- A copy of all advertising materials must be sent to the OUA office at the end of the championship.

PHOTOGRAPHY

- The host is required to have a photographer throughout the championship (unless OUA specifies that a photographer will be provided) and must provide photos to the league office no later than 10-days following the event.
- A selection of action photos OF ALL PARTICIPATING INSTITUTIONS are required in addition to the team championship banner shot.

PROGRAMS

- For the OUA Curling Championships, the 17" x 11" foldable OUA Championship Program template shall be used for team rosters, schedules, statistics, or any other pertinent details.

EVENT PROMOTION

- The host will assume marketing of the championship event with the goal of building spectator and media interest.
- The host is encouraged to advertise the championship within the local community.
- All creative mock-ups must signed off by OUA **PRIOR** to production of these materials
- All championship materials must include the OUA logo or "Ontario University Athletics" within the context of the written print, promotion or advertising material.
- The host is responsible for creating and printing the official championship poster
 - Posters should be a minimum 11" x 17" and follow the same logo and mark criteria.
 - The OUA logo must be in a prominent position and shall not be superseded by the host identification
 - Unless the poster is in full colour process, the use of black ink on light green or light blue background is acceptable, or green or blue ink on a white background. Colour process must incorporate one of the OUA colours of blue and green in any creative way necessary to achieve the goals of the poster. The official OUA colours are Pantone Blue 541 and Pantone Green 356.

SPONSORSHIP

- OUA Protected Categories (Car Insurance, Petroleum and Pizza) remain exclusive to the league. No competing sponsors may be a part of the championship.
- The OUA will review the hosts' potential sponsors and approve those that do not conflict.

AWARDS

- The host and/or convenor will ensure that the championship trophy is present and in presentable condition for display and championship presentations.
- The OUA will provide all awards necessary to the championships as per the OUA regulations and awards summary sheet to host the committee in a timely fashion for any host responsibilities to be met.
- The OUA will provide support in the development of the championship award presentations and scripts (see below).
- The host will ensure that the championship awards presentation is executed properly by following the script and setup for each championship and special event.
- Championship Awards should be set up on a table with OUA banners, medals, MVP awards.
- Medals are to be presented to each individual winner, by a representative of the OUA and may either be the convenor, staff, host member or sponsor in a dignified way.

OUA Championship Awards Protocol

ORDER OF PRESENTATIONS

- 1) Teams Line-Up
- 2) Introduce Awards Presenters/Dignitaries
- 3) Medal Presentations
- 4) Trophy and Banner Presentations
- 5) Thank You to Fans

Presentation Protocol

Prior to the end of the game, un-wrap all medals and place them on an awards table (skirted, table cloth top).

1) Teams Line-Up

While the teams are lining up, bring a skirted table onto the field of competition.

Place the championship trophy on the table after it has been put into place.

2) Introduce Awards Presenters/Dignitaries

ANCR: "Ladies and Gentlemen, please turn your attention to _____ as we introduce today's medal presenters.

Representing the OUA, _____ from <Host School Athletics>, _____."

3) Medal Presentation

ANCR: "It's time now to present the championship medals beginning with the Bronze Medal winning team, _____."

***** REPEAT FOR SILVER & GOLD MEDALLISTS*****

4) Trophy and Banner Presentation

ANCR: "To present the OUA Championship Banner and Trophy, please welcome _____."

We now ask that the captains of the _____ to come forward to accept the trophy, gold medals and OUA Championship banner!"

PAUSE FOR APPLAUSE AND PHOTOS OP

5) Thank You to Fans

ANCR: "On behalf of <host institution> and Ontario University Athletics, we thank you for your attendance at the 201_ OUA Figure Skating Championship and look forward to seeing you next year!"